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San Francisco Public Library
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San Francisco, August 7, 1945

The regular meeting of the Commissioners of the San Francisco Public Library and Reading Rooms held in the Commissioners' Room, Main Library, Civic Center.

The meeting is called to order at 4:02 p.m., President Kemper Presiding.

On roll call the following are noted present: Commissioners Cuddy, Graves, Keenan, Kemper, Lacoste, McLaughlin, Mohr, Schmulowitz and Shaughnessy. Absent: Commissioners Oddie and Politzer.

The minutes of the previous meeting are approved.

The report of the Secretary is approved and placed on file.

Reports of Standing Committees

Committee on Books, Printing and Binding

Chairman Graves reads a report on the expenditures from the book fund for the fiscal year 1944-1945 and also on the re-shifting of all books in the stacks of the Main Library. Placed on file.

Committee on Branch Libraries

Chairman Lacoste reports that she had conducted a preliminary survey of properties which might be obtainable as sites for the new library buildingsin the North Beach and Marina Districts and recommends that the Committee on Branches be authorized to confer with the Recreation Department in connection with acquiring a portion of the playground in the North Beach District and with the Director of Property in connection with acquiring other properties.

On motion of Commissioner McLaughlin, the recommendation is approved.

Committee on Building etc.

Chairman Mohr reports that the Committee on Building had made a study of the present unsuitable location of the Children's Rooms and outlined two possible renovations which might rectify this situation. Commissioner Mohr reports that she had endeavored to consult with the City Architect, Mr. Dodge Riedy, relative to possible changes but as yet had been unable to arrange a meeting.

On the motion of Commissioner Schmulowitz, the matter is re-referred to the Committee on Building with the recommendation that a conference be held with the City Architect to the end of having him submit a preliminary survey and an estimate of costs of possible renovations. Recommendations adopted.

Commissioner Keenan reads a letter which he had sent to Dr. Geiger, Director of Public Health, with respect to the condition of the men's lavatory on the first floor of the Main Library and in which he had recommended the construction of a public convenience station in the Civic Center. Commissioner Keenan's actions is approved and he is requested to follow up his efforts to have the city construct this convenience station.

Commissioner Mohr recommends that the steps and granite on the Main Library building to the first coping be sandblasted or steam cleaned.

On motion of Commissioner McLaughlin, Mrs. Mohr's recommendation is approved.

Committee on Finance and Audit

Chairman Shaughnessy recommends the adoption of the following resolution:

Resolution No. 11

Resolved that the Controller be requested to allot $6,000.00 in the Contractual Services appropriation No. 514.200.00 to provide funds to cover periodical and newspaper subscriptions for the year.

On motion of Commissioner Mohr, seconded by Commissioner Cuddy, the resolution is adopted.

Chairman Shaughnessy recommends that expenditures for the month of July and estimated expenditures for the month of August as follows, be approved:

Salaries	$31884.74
Contractual Services	1736.50
Gas & Electricity	900.00
Materials & Supplies	801.46
Books, Cards, Bindery Mat.	5577.20
Pensions	1000.00
Rent	760.00
Compensation Insurance	50.00
Services Other Departments	3150.00
	$45859.90

Salaries	$31000.00
Contractual Services	1300.00
Gas & Electricity	900.00
Materials & Supplies	750.00
Books, Cards, Bindery Mat.	7000.00
Pensions	1000.00
Rent	380.00
	$42330.00

Committee on Law & Municipal Relations

In the absence of Chairman Politzer, consideration of the revision of the By-laws and the statement of facts to be presented to the City Attorney in connection with the request for books by the California Labor School is again deferred until the next meeting.

Committee on Rules, Administration and Welfare of Employees

Chairman Cuddy reads the proposed letter to be sent to the Civil Service Commission in connection with the requirements and examinations for the position of X42 Librarian and examinations for higher positions.

On motion of Commissioner Mohr, seconded by Commissioner Lacoste, the letter is approved.

Chairman Cuddy reads the proposed letter to be transmitted to the Civil Service Commission in connection with the reclassification of certain positions in the Library Department.

On motion of Commissioner McLaughlin, seconded by Commissioner Schmulowitz, the letter is approved.

At the suggestion of Chairman Cuddy, Commissioners Schmulowitz, Shaughnessy, Kemper and himself are appointed as the committee to confer with the Civil Service Commission in connection with these subject matters.

Reports of Special Committees

President Kemper discharges the Committee on Charter Revision and the Committee on the United Nations Conference and on behalf of the Commission, thanks the members of these committees for their cooperation and excellent accomplishments.

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New Business

Commissioner Schmulowitz reports that he had been able to obtain additional material from Admiral Chester R. Nimitz on the psychological warfare in the Pacific theatre of operations and that these documents should make an outstanding and startling exhibit. Commissioner Schmulowitz recommends that President Kemper write a letter of thanks to Admiral Nimitz for making this material available to the San Francisco Public Library.

Commissioner Schmulowitz reports also that Congressman Havenner had succeeded in obtaining for the library a restricted item and requests that President Kemper telephone Congressman Havenner, thanking him for his efforts and thoughtfulness.

Communications

The following additional congratulatory commendations were received in connection with the library's activity during the United Nations Conference:

1. From Luther H. Evans, Librarian of Congress.
2. From Charles H. Child, Cultural Activities Office, Department of State.
3. From Verner W. Clapp, Conference Librarian.
4. From Carl H. Milam, Executive Secretary, American Library Assn.
5. From A. M. Wedemeyer, Director of Art, San Francisco Public Schools.
6. From Ada G. Weaver, Program Director, San Francisco Public Schools.

Placed on file.

There being no further business, the meeting adjourned.

Secretary

AUG '45

September 18, 1945

The postponed monthly meeting of the Commissioners of the San Francisco Public Library and Reading Rooms, held in the Commissioners' Room, Main Library, Civic Center.

The meeting is called to order at 4 pm., President Kemper prcsiding.

On roll call the following are noted present: Commissioners Cuddy, Graves, Kemper, McLaughlin, Mohr, Schmulowitz and Shaughnessy. Absent: Commissioners Keenan, Lacoste, Oddie and Politzer.

On Motion of Commissioner Cuddy the minutes of the previous meeting are approved.

The report of the Secretary is approved and placed on file.

The report of the City Librarian is read and approved.

REPORTS OF STANDING COMMITTEES

Committee on Books

Chairman Graves reports that during August, Senor Julian Marchena, Librarian of the National Library of San Jose, Costa Rica, visited San Francisco and was escorted by library officials on a tour of the San Francisco Library, the University of California Library and the Stanford University Library. Commissioner Graves also reports that the Roxburghe Club of San Francisco met in the Commissioners' Room on the evening of September 17, 1945. Members of the Club were taken on a tour of the Library by President Kemper and Commissioner Cuddy spoke on treasures of the Max Kuhl collection and Commissioner Schmulowitz delivered a talk on the psychological warfare leaflets.

Committee on Branch Libraries

In the absence of Chairman Lacoste, the City Librarian reports that a site on the Funston playground would provide a central location for a branch library in the Marina District and also that a lot owned by the Telegraph Hill Association and now being used by the Recreation Commission as a teen-age center, would provide an ideal location for a branch library in the North Beach District.

On motion of Commissioner McLaughlin, seconded by Commissioner Graves, the matter is referred to the Committee on Branch Libraries with the recommendation that it meet with the Recreation Commission to discuss the possibility of acquiring a portion of the Recreation Department property for a branch library building.

Commissioner Cuddy recommends that before proceeding with the acquisition of land, a study of the fundamental principles governing the establishment of branch libraries be undertaken and that a survey of library building plans and the activities and functions of a branch library be made in order that these principles and plans can be applied to any property under consideration in an endeavor to acquire property in the best available location.

On motion of Commissioner Schmulowitz, Commissioner Cuddy's recommendation is approved and is referred to the Committee on Branch Libraries and the Committee on Building for study and report.

Committee on Building

Commissioner Mohr reports that she had made further study of the unsuitable location of the Children's Room and had conferred with Mr. Dodge Riedy, City Architect and with Mr. Thomsen, Mr. Kelham's associate, regarding possible renovations and that both architects were of the opinion that changes were possible but that

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preliminary surveys and tests would be necessary.

Commissioner Schmulowitz moves, amended by Commissioner Cuddy, that the Building Committee be empowered to proceed with the survey and that the estimate be accompanied with a rough sketch of the proposed changes and that any expenditure of funds required be first approved by President Kemper.

Approved.

President Kemper suggests that in the absence of Commissioner Keenan, the report on the construction of a convenience station in the Civic Center be deferred until the next meeting and that prior to that time, the male members of the Commission examine the condition and location of the men's lavatory on the first floor.

It is so ordered.

Committee on Finance and Audit

Chairman Shaughnessy, seconded by Commissioner Mohr, recommends the adoption of the following resolutions:

Resolution No. 12

Resolved that an Interdepartmental Work Order in the amount of $3000.00 be made to cover repairs to the Main Library and branches for the quarter October 1, 1945 to December 31, 1945.

Resolution No. 13

Resolved that an Interdepartmental Work Order in the amount of $150.00 be made to cover repairs to automotive equipment for the quarter October 1, 1945 to December 31, 1945.

Resolution No. 14

Resolved that the Controller be requested to allot $3420.00 in the Rent Appropriation 514.880.00 to provide funds for the rental of branch libraries for the period from October 1, 1945 to June 30, 1946.

Resolution No. 15

Resolved that the Controller be requested to allot $5000.00 in the Wages appropriation 514.130.00 to cover the wages for the quarter ending September 30, 1945.

Resolution No. 16

Resolved that the Controller be requested to allot $1500.00 in the Equipment appropriation 514.400.00 to provide funds to purchase necessary equipment which is available at the present time.

Resolutions adopted.

On motion of Commissioner Mohr, seconded by Commissioner Graves, expenditures for the month of August as follow, are approved:

Salaries	$33840.34
Contractual Services	595.43
Gas & Electricity	900.00
Materials & Supplies	645.88
Books, Cards, Bindery Mat.	4710.36
Pensions	1000.00
Rent	380.00
Automobile Insurance	128.58
	$42200.59

On motion of Commissioner Shaughnessy, seconded by Commissioner Schmulowitz, estimated expenditures for the month of September as follow, are approved:

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Salaries	$31000.00
Contractual Services	1300.00
Gas & Electricity	1000.00
Materials & Supplies	750.00
Books, Cards, Bindery Mat.	5000.00
Pensions	1000.00
Rent	380.00
Services Other Departments	3500.00
	$43930.00

Committee on Law and Municipal Relations

In the absence of Chairman Politzer, consideration of revision of the by-laws is again deferred until the next meeting.

Committee on Rules, Administration and Welfare of Employees

Chairman Cuddy submits the following report on the Committee meeting with the Civil Service Commission.

REPORT OF THE COMMITTEE

ON RULES, ADMINISTRATION AND WELFARE OF EMPLOYEES

San Francisco Public Library Commission

Meeting, 18 September 1945

Commissioners Cuddy, Kemper, Schmulowitz and Librarian Rea, met with Commissioner Charles and Secretary Henderson of the Civil Service Commission in the Library Commissioners Room on the afternoon of August 29, 1945. They discussed the subjects laid before the Civil Service Commission by President Kemper in his two letters of August 8, 1945, as follows:

"Requirements and examination for the position of X42 Librarian and examinations for higher positions."

1. Messrs. Charles and Henderson agreed with the Library Commission that high professional standards in the Library Service should be safeguarded by proper requirements and examination for the position of X42 Librarian.

2. They would recommend to the Civil Service Commission establishment of requirements (1), as presented in Mr. Kemper's letter under "What the Library Commission Recommends," and one or two alternative sets of requirements, establishing comparable standards and each with a basic requirement of graduation from a recognized university or college, as prerequisite to examination for the position of X42 Librarian.

3. They would recommend to the Civil Service Commission that wartime temporary employees be required to meet the requirements to be established, in order to be eligible for examinations in the line of the professional service.

4. Examination questions used by the Civil Service Commission could not be made available to the Library Commission or to the Librarian, for study and recommendation, but subjects to be covered in examinations might be a matter of discussion in due course between the Civil Service Commission and the Librarian.

5. The Civil Service Commission has had the benefit of professional advise in the formulation of Library Service examinations. It will continue to avail itself of such advice, may call upon the Librarian for some of it, and may seek consultation with the Librarian with regard to it.

6. Messrs. Charles and Henderson saw the advisability of considering the characteristic qualifications of examinees for the position of X42 Librarian. They said they would recommend to the Civil Service Commission the establishment of an oral examination, with a common basis of rating, as a part of the general examination for the position of X42 Librarian.

"Reclassification of certain positions in the Library Department"

1. Messrs. Charles and Henderson said the Civil Service Commission would not undertake to reclassify any positions in the Library Department until after their commission had completed the study of the department as authorized by the Board of Supervisors.

2. They further stated that the Civil Service Commission could not accede to the Library Commission's request that vacancies occurring in the department between now and the time of its expected reorganization be filled according to the plan of organization originally projected by the Civil Service Commission in early 1942. Such vacancies would have to be filled according to the existing plan of organization.

3. They agreed with the Library Commission that it seemed highly advisable to reorganize the Library Department along the lines originally projected by the Civil Service Commission in early 1942.

4. They agreed with the Library Commission that the position B423, Assistant to the City Librarian, should be reclassified as an X20 Head Librarian position, so that it would be in the professional class instead of in the clerical class. They said that should the position be vacated before the general reorganization of the Library Department is undertaken, they would recommend to the Civil Service Commission the immediate reclassification of the position to the end that only professionally qualified persons would be eligible to take the examination for it.

5. They raised objection to the suggestion made by the Library Commission that one position, B222 General Clerk, be reclassified to One Newspaper Attendant, pointing out that such a reclassification would create a blind-alley position. Commissioner Schmulowitz made the suggestion that the position might be one which a partially disabled war veteran would be qualified and like to fill.

His idea was concurred in by everyone present, and the representatives of the Civil Service Commission said they would try to work out the matter in that way.

(Signed) John J. Cuddy
Commissioner

Communications

From Charles J. Child, State Department, thanking the Library for the reports on the Library's activities during the United Nations Conference.

Placed on file.

From Parker S. Maddux, Chairman Russian War Relief, Inc., requesting the Library's cooperation in its book campaign.

Placed on file.

From Mrs. Frank Weiler, offering to purchase the Steinway piano willed to the Library by the late Helen Forbes.

The Secretary is instructed to inform Mrs. Weiler that the Library can make excellent use of this instrument and therefore must reject her offer.

Commissioner Mohr congratulates Commissioner Schmulowitz on his excellent article on the psychological warfare leaflets which appeared in the September bulletin.

There being no further business, the meeting adjourned.

Secretary

November 13, 1945

The postponed monthly meeting of the Commissioners of the San Francisco Public Library held in the Commissioners' Room, Main Library, Civic Center.

The meeting is called to order at 4:10 p.m., in the absence of President Kemper, First Vice-president Keenan presiding.

On roll call the following are noted present: Commissioners Cuddy, Graves, Keenan, Lacoste, McLaughlin, Mohr, Schmulowitz and Shaughnessy.

The minutes of the previous meeting are approved.

The report of the Secretary is approved and placed on file.

The report of the City Librarian is read and approved.

The City Librarian reports that under the Salary Ordinance now in effect, the Library is closed on twelve holidays each year, an addition of four holidays over previous holidays recognized by the Library Commission and suggests that the Commission give consideration to remaining open on these days.

Commissioner McLaughlin moves, seconded by Commissioner Schmulowitz, that the matter be referred to the proper committee for study and report.

Motion carried.

Reports of Standing Committees

Committee on Books

Chairman Graves, seconded by Commissioner McLaughlin, recommends the adoption of the following resolution:

Resolution No. 21

Resolved that the City Librarian be authorized to execute a contract with the Department of State to provide for the distribution of state publications to the San Francisco Public Library.

Resolution adopted.

Committee on Branch Libraries

Chairman Lacoste recommends that a proposed lease prepared by the Director of Property for rental of additional store space for the Ingleside branch be approved.

On motion of Commissioner Graves, seconded by Commissioner Schmulowitz, the lease is approved.

Chairman Lacoste reports receipt of communications from Mrs. Anna Lindley, President of the Fairmount District Improvement Club, requesting the establishment of a branch library in the Fairmount District and from Mr. George Mahoney, Chairman of Executive Committee of the American Merchant Marine Library Association requesting the establishment of a lending library and reading room on the waterfront.

Commissioner McLaughlin recommends that the requests be referred to the Committee on Branch Libraries for further study and report and Commissioner Schmulowitz recommends that the Secretary be instructed to acknowledge the communications.

Recommendations adopted.

President Kemper enters and assumes the Chair.

Committee on Building

Chairman Mohr reads the following report of the joint meeting of the Committee on Branch Libraries and the Committee on Building:

REPORT OF JOINT MEETING COMMITTEE ON BRANCH

LIBRARIES AND COMMITTEE ON BUILDING

At its meeting held September 18, 1945, the Library Commission recommended that before proceeding with the acquisition of land for the North Beach and Marina libraries, a study of the fundamental principles governing the establishment of branch libraries be undertaken in order that the best available property might be obtained. Consequently the matter was referred to a joint committee of the Committee on Building and the Committee on Branch Libraries. The committee met on October 9, 1945, present being Commissioners Cuddy, Graves, Kemper and Mohr.

The committee carefully analyzed the location of the two proposed sites, ie: the property in the North Beach District owned by the Telegraph Hill Improvement Association located on Lombard Street and the Recreation Department property on Chestnut Street.

The committee felt that the North Beach property was not suitable as it was not the center of the district, being on the fringe of the manufacturing area which no doubt would encroach upon the limited residential area within a few years.

It was, therefore, the recommendation of the Committee that another site be chosen more centrally located. At the suggestion of Mr. Cuddy, it was thought that Mr. A. P. Giannini might become interested in this civic improvement and might assist financially in both the land acquisition and the building construction. Commissioner Cuddy has consented to wait on Mr. Giannini and outline the Library's plan in connection with the branch library in the North Beach District.

The committee was of the opinion that the Recreation Department property in the Marina District was also undersirable as a site for a branch library as the library would have a considerable unpopulated area on three sides. It was the recommendation of the committee that a further survey of available land be undertaken and that Real Estate agents in the district and the Improvement Clubs be contacted for a list of available land and suggestions as to location.

Placed on file.

Chairman Mohr reports that an interdepartmental work order in the amount of $200. has been made out to defray the cost of the preparation of a sketch of proposed renovations to the Main Library and that Mr. F. A. Thomsen, the architect, would commence on the sketch as soon as the work order is issued by the City Controller.

COmmittee on Finance and Audit

Chairman Shaughnessy, seconded by Commissioner Lacoste recommends the adoption of the following resolutions:

Resolution No. 17

Resolved that the Controller be requested to allot $500.00 in the Services to Other Departments Appropriation 514.900.00 to provide funds to cover Interdepartmental Work Orders for repairs to the Main Library and branches for the quarter ending December 31, 1945.

Resolution No. 18

Resolved that an Interdepartmental Work Order in the amount of $50.00 be made to cover estimated purchases of stationery and office supplies from the Central Warehouse for the period ending December 31, 1945.

Resolution No. 19

Resolved that an additional Work Order in the amount of $1000.00 be made to cover miscellaneous repair to the Main Library and branches for the period ending December 31, 1945.

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Resolution No. 20

Resolved that an Interdepartmental Work Order in the amount of $200.00 be made to cover a contract for a preliminary sketch of proposed renovations to the Main Library Building.

Resolutions adopted.

Chairman Shaughnessy, seconded by Commissioner Schmulowitz, recommends that the Controller be requested to increase the revolving fund from $500.00 to $1000.00 in order to expedite the payment of petty bills and refunds on deposit cards.

Approved.

Chairman Shaughnessy recommends the approval of the following resolution authorizing consent to assignment from the Oceanic Company to Independent Exploration Company of an undivided one-half interest in oil and gas lease.

Resolution No. 22

AUTHORIZING CONSENT TO ASSIGNMENT FROM OCEANIC OIL COMPANY TO INDEPENDENT EXPLORATION COMPANY OF AN UNDIVIDED ONE-HALF INTEREST IN OIL AND GAS LEASE.

WHEREAS, pursuant to Resolution No. 3767, Series of 1939, adopted by this Board on January 3, 1944, and approved by the Mayor on January 4, 1944, the City and County of San Francisco, a municipal corporation, as lessor, entered into that certain Oil and Gas Lease, dated February 1, 1944, with Oceanic Oil Company, a corporation, as lessee, pertaining to that certain land situated in the County of Kern, State of California, particularly described as follows:

The East 1/2 of the West 1/2 of the Northwest 1/4 of Section 22, T. 29 S., R. 21 E., M. D. B. & M., containing 40 acres; and

WHEREAS, the Oceanic Oil Company, hereinafter referred to as assignor, has requested that the lessor consent to an assignment unto Independent Exploration Company, a corporation, hereinafter referred to as assignee, of an undivided one-half interest in and to said oil and gas lease and the leasehold interest created thereby; and

WHEREAS, said lease provides that the Oceanic Oil Company shall not assign any of the rights and privileges thereunder, without the written consent of the lessor; and

WHEREAS, the Director of Property, the Library Commission and the Park Commission have recommended that consent be given to such proposed assignment, subject to the provisions of this resolution;

NOW THEREFORE BE IT RESOLVED, That the Mayor and the Clerk of the Board of Supervisors on behalf of the City and County of San Francisco, a municipal corporation, be and they are hereby authorized and directed to execute the necessary consent to such assignment. It is hereby understood that the assignee shall perform all of the terms, covenants and conditions of said oil and gas lease undertaken to be performed by assignor and at the time and in the manner therein provided to the same extent as if assignee had been named as a lessee therein. It is further understood that no further assignment shall be made by either of said companies without the written consent of the lessor.

On motion of Commissioner Shaughnessy, seconded by Commissioner Lacoste, the resolution is approved.

On recommendation of Commissioner McLaughlin, the Director of Property is authorized to dispose of miscellaneous junk on Fuhrman Land in Kern County to Mr. George C. Kelly for the sum of $150.00.

On motion of Commissioner Schmulowitz, seconded by Commissioner Mohr, expenditures for the month of October as follow are approved:

Salaries	$30498.57
Contractual Services	700.00
Gas & Electricity	900.00
Materials & Supplies	825.00
Books, Cards, Bindery Mat.	6500.00
Equipment	164.00
Pensions	1000.00
Rent	380.00
Membership dues	50.00
	$41017.57

On motion of Chairman Shaughnessy, seconded by Commissioner Schmulowitz, estimated expenditures for the month of November as follow, are approved:

Salaries	$31000.00
Contractual Services	7000.00
Binding	3000.00
Gas & Electricity	1000.00
Materials & Supplies	1000.00
Books, Cards, Bindery Mat.	6000.00
Pensions	1000.00
Rent	380.00
Services Other Depts.	1000.00
	$51380.00

Committee on Law and Municipal Relations

No report.

Committee on Rules, Administration and Welfare of Employees

No report.

New Business

President Kemper reads the following letter from the City Librarian:

November 10, 1945

The Honorable Library Commission
San Francisco Public Library
San Francisco, California

Gentlemen:

As you are aware, the library is about to commence on an active post-war program of expansion to meet the rapidly changing conditions in San Francisco. There will be many problems and projects for the Library, such as the construction of new branch buildings, campaign for additional funds for books, personnel and operation as well as the survey of classification and pay plan for library employees by the Civil Service Commission.

To meet this situation it seems advisable that a younger person assume these responsibilities and face the various problems from their inception so that a program may be developed and carried on with expediency and continuity; consequently I wish to retire as City Librarian as soon as your Honorable Commission selects my successor.

May I avail myself of this opportunity to thank your Honorable Commission for the unfailing cooperation and generous support that I have enjoyed during my tenure of office.

Respectfully submitted,

(Signed) Robert Rea
City Librarian

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President Kemper on behalf of the Commission, accepts the retirement of Mr. Rea effective on the date the Library Commission selects a successor and thanks Mr. Rea for his many years of faithful and devoted services to the Public Library and to the citizens of San Francisco.

Commissioner Schmulowitz, seconded by Commissioner Cuddy, recommends that prior to the appointment of a committee to consider the qualification of applicants for the position, the Commission meet in special session to discuss the entire matter, the qualifications and the personality etc., required of the person to be selected as City Librarian.

Recommendation adopted.

Mr. Shaughnessy recommends that an opinion be obtained from the City Attorney with respect to the limitations of the charter which the Commission must follow in the appointment of a City Librarian.

Recommendation adopted.

President Kemper reports that Mr. William Pettus, through the Roxburghe Club of San Francisco has presented to the San Francisco Public Library, several rare additions to the Max Kuhl Collection ie: three printed pages from the Sung Dynasty (950-1285 A.D.) and one printed page from the Yuan Dynasty (1280-1368 A. D.) as well as photostat pages from the original volume of the oldest book printed in China.

The Secretary is instructed to prepare an appropriate resolution thanking Mr. Pettus and the Roxburghe Club for this generous gift.

Approved.

Communications

From K. H. Leitch, State Director of Selective Service, thanking the Commission for the use of the Presidio Branch for selective service headquarters for Board 92.

There being no further business, the meeting adjourned.

Secretary

November 27, 1945.

Meeting of the Commissioners of the San Francisco Public Library

Main Library 27 November 1945

President Kemper, in the chair, called the meeting to order at 4 p.m. Present were Commissioners Cuddy, Keenan, Lacoste, Mohr, Politzer, Schmulowitz and Shaughnessy.

Mr. Kemper submitted to the meeting for approval before signing, a letter-form of receipt from Pillsbury, Madison & Sutro for $5000 from the estate of the late Alfred Sutro, the same being a bequest to the Library by his will. Approval of the letter-form was moved by Mr. Schmulowitz, seconded by Mr. Politzer, and unanimously passed by the Commissioners.

Mr. Schmulowitz moved that the $5000 from the estate of the late Alfred Sutro be invested in United States Treasury Bonds. The motion was seconded by Mr. Politzer and unanimously approved by the Commissioners.

Mr. Schmulowitz suggested that the bequest of the late Alfred Sutro and all other fairly recent bequests, gifts, and contributions to the Library be listed in the next Library Bulletin to go to press -- presumably the January 1946 issue, and that all other bequests and gifts and contributions to the Library be listed in the next following Library bulletin after they are received.

The meeting went into executive session at 4:07 p.m. to consider matters incident to the selection of a successor to Mr. Robert Rea.

In the executive session, President Kemper appointed the following committee, Commissioners Shaughnessy, Chairman, Commissioners Cuddy, Graves and McLaughlin.

There being no further business, the meeting adjourned.

John D. Cuddy

John Cuddy, Commissioner

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December 18, 1945.

From the San Francisco News of December 19, 1945

LAWRENCE J. CLARKE.
New librarian.

L. J. CLARKE NAMED CITY LIBRARIAN

Vacancy Created By Retirement Of Robert Rea

Laurence J. Clarke, for the past eight years Library Commission secretary, had his Christmas present early today—appointment as city librarian, filling the vacancy created by the retirement of Robert Rea.

Mr. Clarke was elected to the office yesterday by a 6-to-5 vote of the commission.

No stranger to San Francisco's reading habits, Mr. Clarke first became associated with the library in 1927, when he worked part time as a library page while attending high school.

He also worked his way through five years of college as page, newspaper attendant and substitute librarian.

A graduate of the University of San Francisco with highest honors, Mr. Clarke received a post-graduate degree in librarianship at the University of California, following which he became a permanent employe of the public library in 1933. After four years in various departments, he was appointed secretary to the commission. During his service in that position he effected reorganization of the library's accounting and financial operations.

The new librarian, who lives with his wife, Caroline, at 274 Byxbee-st, has high hopes for the expansion of San Francisco's library system.

He will ask the commission for a resurvey of the branch extension program, for an increase in the City Library fund—now 32 per cent below the minimum recommended by the American Library Association, for increase in personnel for all departments of the library, and improvement of main library facilities.

December 11, 1945

The postponed monthly meeting of the Commissioners of the San Francisco Public Library held in the Commissioners' Room, Main Library, Civic Center.

The meeting is called to order at 4:00 p.m., President Kemper presiding.

On roll call the following are noted present: Commissioners Cuddy, Keenan, Kemper, Lacoste, McLaughlin, Mohr and Shaughnessy.

The minutes of the last regular meeting are approved.

The report of the Secretary is approved and placed on file.

The report of the City Librarian is read and approved.

Reports of Standing Committees

Committee on Books

No report.

Committee on Branch Libraries

No report.

Committee on Building

Chairman Mohr reports that Mr. F.A. Thomsen had prepared the rough sketch of proposed renovations to the Main Library and had submitted an estimate in the amount of $7,645.00.

On motion of Commissioner McLaughlin, seconded by Commissioner Cuddy, that the matter be referred to the Building and Finance Committees together with the City Librarian with power to act.

At the request of Chairman Mohr, President Kemper appoints Mr. Cuddy to the Building Committee.

Committee on Finance and Audit

Chairman Shaughnessy recommends the adoption of the following resolutions:

Resolution No. 23

Resolved that the Controller be requested to allot $320.00 in the Rent appropriation 514.880.00 to provide funds for the rental of additional space at the Ingleside Branch Library to the end of the fiscal year ending June 30, 1946.

Resolution No. 24

Resolved that an Interdepartmental Work Order in the amount of $10.00 be issued to cover Photostating charges for the period ending December 31, 1945.

Resolution No. 25

Resolved that the Controller be requested to transfer $65.92 from the Contractual Services appropriation 514.200.00 to the credit of Scavenger Service appropriation 533.237.14 to cover additional charges for the fiscal year ending June 30, 1946.

Resolution No. 26

Resolved that the Controller be requested to allot $1500.00 in the Services to Other Departments appropriation 514.900.00 to provide funds for an alteration job at the Ingleside Branch Library and repairs to the Main Library.

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Resolution No. 27

Resolved that an Interdepartmental Work Order in the amount of $930.95 be issued to cover alteration work at the Ingleside Branch Library.

Resolution No. 28

Resolved that an Interdepartmental Work Order in the amount of $500.00 be issued to cover additional repairs to the Main Library and branches for the period ending December 31, 1945.

Resolution No. 29

Resolved that an Interdepartmental Work Order in the amount of $30.00 be issued to the credit of Compensation Insurance appropriation 514.801.00 to cover additional Workmen's Compensation benefits to December 31, 1945.

Resolution No. 30

Resolved that an Interdepartmental Work Order in the amount of $1750.00 be issued to cover repairs to the Main Library and branches for the quarter January 1, 1946 to March 31, 1946.

Resolution No. 31

Resolved that an Interdepartmental Work Order in the amount of $125.00 be made to cover repairs to automotive equipment for the quarter January 1, 1946 to March 31, 1946.

Resolution No. 32

Resolved that an Interdepartmental Work Order in the amount of $50.00 be issued to cover Workmen's Compensation benefits for the six-month period from January 1, 1946 to June 30, 1946.

Resolution No. 33

Resolved that an Interdepartmental Work Order in the amount of $150.00 be issued to cover estimated purchases of stationery and office supplies from the Central Warehouse of the Purchasing Department for the six-month period ending June 30, 1946.

Resolution No. 34

Resolved that an Interdepartmental Work Order in the amount of $150.00 be issued to cover additional repairs to automotive equipment for the period ending December 31, 1945.

Resolutions adopted.

Chairman Shaughnessy, seconded by Commissioner Lacoste, recommends that expenditures for the month of November and estimated expenditures for the month of December as follows, be approved:

Salaries	$29601.51
Contractual Services	8358.75
Binding	1129.56
Gas & Electricity	900.00
Materials & Supplies	550.00
Books, Cards, Bindery Mat.	4800.00
Equipment	425.00
Pensions	1000.00
Rent	420.00
Membership dues	86.30
Services other departments	2140.95
	$49412.07

Salaries	$31000.00
Contractual Services	2000.00
Binding	3000.00
Gas & Electricity	1000.00
Materials & Supplies	1000.00

Books, Cards, Bindery Mat.	5000.00
Equipment	1000.00
Pensions	1000.00
Rent	420.00
Services Other Departments	1875.00
	$46295.00

Chairman Shaughnessy, seconded by Commissioner Keenan, recommends the adoption of the following resolution:

Resolution No. 35

CONFIRMING OIL AND GAS LEASE OF CERTAIN LAND IN KERN COUNTY TO ATLAS PRODUCTION INC.

WHEREAS, pursuant to Ordinance No. 1782, Bill No. 1868 (Series of 1939), the Director of Property, on behalf of the City and County of San Francisco, a municipal corporation, as Lessor, advertised in the San Francisco Chronicle and in the Bakersfield Californian that sealed bids would be received by him at 2:00 P.M., Wednesday, November 14, 1945, to lease certain City owned land in the County of Kern, State of California, particularly described as follows:

The southwest 1/4 of Section 34, T 27 S, R 19 E, M.D.B. & M. containing 160 acres; and

WHEREAS, Atlas Production Inc., a corporation, offered to lease said property for a period of twenty years, subject to the terms and conditions set forth in the proposed lease on file in the office of the Director of Property and to pay the City and County of San Francisco a cash bonus of $800.00 upon execution of the lease and a one-sixth royalty of the oil, gas and other hydro-carbon substances produced from said land, and the further condition that in lieu of commencing drilling operations within one year, Lessee may pay to Lessor an additional sum of $800.00 at the end of the first year for the privilege of drilling during the second year; and

WHEREAS, Atlas Production Inc. was the highest responsible bidder, no other bids having been received by the Director of Property; and

WHEREAS, Atlas Production Inc. has paid the City a deposit of $100.00 in connection with this transaction; and

WHEREAS, the Director of Property, the Park Commission and Library Commission have recommended that said property be leased to Atlas Production Inc.

NOW, THEREFORE, BE IT RESOLVED that said offer be and is hereby accepted.

BE IT FURTHER RESOLVED that the Mayor and the Clerk of the Board of Supervisors be and they are hereby authorized and directed to exocute the necessary lease on behalf of the City and County of San Francisco, as Lessor.

The City Attorney shall approve the form of said lease.

On motion of Commissioner Lacoste, approval is given to the release from the United States Army of roof areas used during the United Nations Conference.

Old Business

Commissioner McLaughlin recommends that although the City Attorney has ruled against lending books directly to the San Francisco Labor School, the School should be advised of this opinion and should be also informed that the Library Commission is now investigating the feasability of establishing a branch library on the waterfront.

Communications

From the San Francisco Center, League of Women Voters, with reference to that organization'srecommendation in the appointment of a City Librarian.

Referred to Special Committee on the selection for City Librarian.

From Pillsbury, Madison and Sutro, informing the Commission that Mrs. Sutro will furnish the book plates to be used in connection with the Alfred Sutro Bequest.

There being no further business, the meeting adjourned.

Secretary

December 18, 1945.

In accordance with notice from the President, dated December 12, 1945, the special meeting in executive session was called to order at 4:10 p.m., in the Commissioners' Room, Public Library, for the purpose of receiving the report of the Special Committee appointed to consider applicants and make recommendations for the position of Librarian to succeed Mr. Rea.

The Committee report, which is attached hereto, was read by Mr. Shaughnessy, chairman, recommending Mr. Laurence J. Clarke for appointment as librarian. This report was received without objection or comment from any member of the Commission. The floor was then accorded Commissioner Cuddy who read a minority report of the Committee, also attached hereto. Upon completion of the reading of the Minority Report, Mr. Shaughnessy stated, "I understood that Mr. Cuddy had voted with the majority of the Committee, but apparently I was in error". He then requested that he be permitted to change his report to show three members of the Committee in favor of Mr. Clarke, and two opposed. This change was granted.

Commissioner Cuddy moved the adoption of the Minority Report, seconded by Commissioner Mohr. The motion was defeated.

Commissioner Shaughnessy moved the appointment of Laurence J. Clarke as librarian to be effective January 1, 1946. Seconded by Commissioner Lacoste. The motion carried.

The President then declared Mr. Clarke duly elected to the position.

Several Commissioners expressed the desire to communicate in writing to the Commission their reasons for having voted against the motion. Such communications when received to be attached hereto.

The purpose for which this meeting was called having been completed, the meeting adjourned at 5:10 p.m.

Respectfully submitted,

GEORGE W. KEMPER, President
Board of Library Commissioners.

Special Committee Report.

Board of Library Commissioners:

Your special committee appointed to consider applications for the position of City Librarian, presents the following report:

It recommends the appointment of Mr. Laurence J. Clarke as City Librarian.

This action of the committee is not unanimous, as two members do not join with the other three members of the committee in this recommendation.

Respectfully submitted,

(Signed) F. C. Shaughnessy, Chairman
Special Committee

Views of the Minority of the Special Committee on Candidates for the position of City Librarian

The undersigned, a minority of the Special Committee on Candidates for the position of City Librarian, not agreeing with the majorit desire to express their views in the case.

Exactly one month after the Library Commission received and accepted Mr. Rea's offer of resignation as City Librarian to take effect when the Commission appoints his successor, and exactly two weeks after the appointment of your committee, your committee, in a meeting held on December 11, 1945, decided by a 3 to 2 vote to report out of committee a recommendation that Mr. Laurence J. Clarke be appointed to succeed Mr. Rea as City Librarian.

It is the view of the minority of your committee that an insufficient amount of time was taken by the committee to explore the field of possible candidates for the position of City Librarian, to the end that they might recommend to the Library Commission for consideration the best available candidate or candidates, and also that the committee failed to adequately explore the qualifications of Mr. Clarke before deciding to recommend him for appointment to the position of City Librarian.

It seems ill advised, on the grounds of general principles, to rush through the appointment of a successor to Mr. Rea, and especially so in view of the important developments in prospect for the Library Department and to which Mr. Rea refers in his letter.

In citing in his letter his reasons for wishing to retire as City Librarian Mr. Rea refers to "...many problems and projects for the Library, such as the construction of new branch buildings, campaign for additional funds for books, personnel and operation as well as the survey of classification and pay plan for library employees by the Civil Service Commission." He then goes on to state his opinion that "...it seems advisable that a younger person assume these responsibilities and face the various problems from their inception..." He expresses his wish "to retire as City Librarian as soon as your Honorable Commission selects my successor."

There is no suggestion from Mr. Rea of immediacy in the problems or projects referred to by him in his letter, and there is nothing of immediacy in the expression of his wish to retire. On the other hand, the Library Commission know that the problems and projects referred to by Mr. Rea are not immediate, and that the timing and tenor of Mr. Rea's letter reflect his conscientious desire to give the Library Commission full and ample time in which to select his successor.

Therefore, the minority of your Special Committee recommend two things:

First, That you instruct your Special Committee to take more time to explore the field of possible candidates for the position of City Librarian before recommending one or more candidates to the Library Commission for their consideration;

Second, That you request your Special Committee to go more thoroughly into the qualifications of Mr. Clarke for the position of City Librarian, and with particular reference to having your committee obtain from him for their consideration an outline of his views, ideas, and possible plans for the administration and development of the Library Department.

Respectfully submitted,

(Signed) Emma M. McLaughlin
(Signed) John J. Cuddy

Mrs. Alfred McLaughlin
3575 Clay Street
San Francisco 18, California

December 20, 1945

Mr. Kemper, Chairman
The Library Commission
Public Library
Civic Center
San Francisco, California

My dear Mr. Kemper:

I enclose herewith my statement to be attached to the Minority Report in regard to the election of a librarian -- and may I add in

this letter to you that no one would be more pleased than myself to find myself profoundly mistaken in my convictions.

Sincerely yours,

(Signed) Emma M. McLaughlin

REPORT

I voted with the minority because I am convinced that we should have made every effort to get the very best librarian in the United States for the San Francisco Public Library. Since the resident requirements of the charter limit the number of people that might apply, I think we should have explored whether we could get backing from the Board of Supervisors and the Mayor to take advantage of those provisions in the charter which provide for a situation of this kind.

Respectfully submitted,

(Signed) Emma M. McLaughlin

San Francisco, Cal.
Jan. 4, 1946.

Mr. Geo. Kemper,
President, S. F. Library Commission,

Dear Mr. Kemper:

I wish to place the following explanation of my negative vote on record for the minutes of the December 18, 1945 executive session of the Library Commission.

My negative vote was directed at the manner in which the Special Committee reported back to the Commission and not necessarily at the candidate they recommended.

In appointing the Special Committee at the executive session of November 27, 1945, the President charged it with the duties of establishing qualifications and interviewing candidates for the office of Chief Librarian. These findings were to be returned to the Commission as a whole for discussion before any definite candidate was selected. That was my understanding of the President's instructions to the Special Committee.

Subsequent events nullified these instructions. The committee returned only one name as a nomination and recommended that the Commission accept it without explanation, qualification or opportunity to interview said candidate further.

I believe this hurried action on the part of the majority vote of the Special Committee deprived the Commission as a whole from discharging its functions and authority which the charter requires and authorizes.

I regret that my negative vote for Mr. Clarke was forced by the conviction that to vote otherwise would have been a violation of the oath I accepted upon my appointment as commissioner.

Sincerely yours,

(Signed)(Mrs. J. H.)Lucile V. Mohr

Californians Inc.

28 December 1945

Mr. George W. Kemper
c/o Fireman's Fund Insurance Co.
401 California Street
San Francisco 20

Dear Mr. Kemper:

I will appreciate it if you will include in the minutes of the Library Commission meeting held on December 18, 1945 the following comment on my vote on the appointment of Mr. Clarke as City Librarian:

In commenting on his vote Mr. Cuddy says that it is not necessarily to be regarded as a vote against Mr. Clarke. He states that his vote is in part a protest against the appointment of anyone to the position of City Librarian at this time, in view of the Special Committee's not having taken what he and other members of the Commission consider ample time to seek out and consider candidates for the position, and in part a registration of his lack of conviction, without further evidence from Mr. Clarke in the form of a report on his views, ideas, and possible plans for the administration and development of the Library Department, that he, Mr. Clarke, possesses the qualities of leadership and vision that should be sought in a candidate for the position of City Librarian.

Sincerely,

(Signed) John J. Cuddy

Explanation of negative vote of

Nat Schmulowitz for insertion in the minutes

of the Library Commission in executive session

on December 18, 1945

I desire to make it clear that in voting against the report of Mr. Shaughnessy, and the majority of the Special Committee of which he acted as Chairman, it is my particular desire to avoid any interpretation of my vote being against Mr. Clarke who is referred to in Mr. Shaughnessy's report. However, since Mr. Clarke has been designated as the nominee of a majority of the Special Committee, it is regrettable that my vote, which was forced against the report of the majority of the Special Committee of necessity militates against Mr. Clarke whose nomination as Librarian virtually constitutes the entire report. My vote would have been adverse no matter who might have been selected by the majority of the Special Committee. This result, however, is due entirely to the conduct of the majority of the Special Committee and the form of its report and is based upon the reasons hereafter set forth.

(a) The Special Committee has rendered a report which is not only at variance with the authority vested in it by the Commission, in executive session on November 27, 1945, but is, in fact, a report which neither the Special Committee as a whole nor any portion thereof was authorized to make.

At the executive session of the Commission on November 27, 1945, it was clearly understood, after the Special Committee would be vested with authority to explore the situation created by the resignation of Mr. Rea as tendered at the meeting of the Commission on November 13, 1945, publicize as widely as possible the prospective vacancy, ascertain from all possible sources the names of the candidates who would be suited to fill the position to be vacated by Mr. Rea, to establish standards by which all candidates would be judged, to interview all candidates and thereafter make a full and complete report to the Commission and enable the Commission in full executive session to consider all of the facts which had been considered by the Special Committee, including a personal interview with each candidate or, at least, with the more desirable ones, and thereupon make it possible for each member of the Commission to formulate an independent judgment

upon all of the facts relevant to the problem and upon which the Special Committee had itself based its judgment.

The form and substance of the report points to the vice arising out of the assumed delegation of any authority to a Special Committee in so important a matter as the selection of a Librarian, (which delegation of authority I alone objected to) for the report clearly reflects that the majority of the Special Committee merely saw fit to recommend the appointment of Mr. Clarke without giving its reasons or reporting its total activities, and while the report discloses that it was not unanimous, it inaccurately reports that only one member of the Special Committee did not join with the other three members in making the recommendation, although, in fact, there were two members who voted against the report. An oral correction was not made in the written report. Since the Special Committee consisted, officially, of only four members, it follows that there was a deadlock in the Special Committee and it required the vote of the President of the Commission, who was ex officio member of the Special Committee to bring the report out of deadlock.

While the oral statements made by Mr. Shaughnessy accompanying the written report were in slight amplication of the report itself, nevertheless the fact remains that the official report itself fails to disclose what activity the Special Committee engaged in between November 13, 1945, and December 18, 1945, and whether, during said interval, all possible sources of information concerning potential candidates for the office of Librarian were explored and exhausted, what standards, if any, were established for the consideration of all candidates for the office, what other candidates, if any, besides Mr. Clarke, were considered or interviewed, what their qualifications were, and all of the other facts which the Special Committee may have considered before the majority made their recommendation, which special facts are not specifically referred to or included in Mr. Shaughnessy's report. In my opinion the conduct of the majority of the Special Committee and the report which it rendered was an unwarranted usurpation of the functions and authority which only the entire Commission is required and authorized to discharge under the Charter.

(b) Mr. Rea submitted his resignation to the Committee on November 13, 1945. Mr. Rea did not indicate, either expressly or by implication, the necessity for acting upon his resignation at once or within any fixed limitation of time. The Commission was made aware at the time of the submission of Mr. Rea's resignation that it was being submitted in anticipation of certain Library requirements, no one of which required peremptory attention. The matters enumerated by Mr. Rea included:

1. an active postwar program of expansion,
2. the construction of new branch buildings,
3. a campaign for additional funds for books, personnel and operation,
4. survey of classification and pay plan for Library employees by the Civil Service Commission.

Each of the foregoing matters is a matter in connection with which Mr. Rea, so long as he remained in the office of Librarian, could contribute of his time and talent in the light of his background and long experience.

In any event, while Mr. Rea indicated that it seemed advisable a younger person should assume responsibilities, he expressed the desire "to retire as City Librarian as soon as your honorable Commission selects my successor." The Commission was aware, either officially or unofficially, that the compulsory retirement age, with respect to Mr. Rea, would not be reached for many months, therefore the necessity for the selection of a successor to Mr. Rea would not arise as a matter of law for that interval of time during which Mr. Rea could continue to serve under our retirement system.

Under these circumstances, the unseemly haste on the part of the majority of the Special Committee to proceed with the selection of a successor to Mr. Rea, within a space of only a few days beyond a calendar month after Mr. Rea tendered his resignation seems to have been prompted by a fear that some one else besides Mr. Clarke might have appeared upon the horizon, if a reasonable time were allowed, and in

any event, even if after a lapse of a reasonable time, no other candidate beside Mr. Clarke had presented himself, the current hasty action does not appear to have been in the public interest since it did not afford, either to the Special Committee or to the Commission, as a whole, the fair and reasonable opportunity to explore thoroughly the field of the best possible candidates for the position of City Librarian, and thus assure to the community the best qualified person who could be procured for so important a position. It was indicated by at least one member of the Commission who voted with the majority of six that if there were any other worthy candidates in the field he would have voted to postpone the consideration of the report of Mr. Shaughnessy.

It is quite possible, if not probable, that reasonable consideration for all candidates might still have resulted in the selection of Mr. Clarke, but such a speculative result cannot bring current justification for a decision reached with such unexplained and unnecessary haste. No calamity is confronting the Library, no peremptory decisions by the Librarian are called for, no immediacy is attached to any of the problems confronting the Library. Besides, if one is justified to speculate upon future decisions by the Commission, it should be just as permissible to speculate that, given more time and an opportunity for an exhaustive effort, the Commission might have found a person of greater experience as a Librarian, perhaps even a national figure in the profession of Librarianship, and therefore an even more desirable and better qualified person than the one selected.

The haste with which the Special Committee acted was accentuated at the Executive Session of December 18, 1945, when it was made apparent that all of the members of the Commission, with the exception of the members of the Special Committee, had not been made aware of even the form and substance of the application of Mr. Clarke, and certainly the members of the Commission have never been made aware of the form of the application or of the qualifications or even the very identity of all the other candidates.

(c) In view of the fact that a majority of the Special Committee seemed to be desirous of having the Commission appoint Mr. Clarke as the City Librarian, and in view of the further fact that Mr. Clarke had been for eighteen years associated with the Public Library, it seems to me that even if he were ultimately to receive the appointment as Librarian it would be desirable to have Mr. Clarke indicate to the Commission what his plans are with respect to the future of the Library.

I reported to the Commission that Mr. Clarke called upon me even before Mr. Rea had tendered his resignation and that Mr. Clarke had indicated he had made a comparison between the standards established by the American Library Association and those that were now being maintained in the San Francisco Public Library, and that he had accumulated a voluminous amount of material reflecting either thirty-seven points or thirty-seven pages in connection with which the standards maintained in the San Francisco Public Library were below those recommended by the American Library Association. Certainly, such research, on Mr. Clarke's own initiative, reflected commendable industry and deserved an opportunity to disclose to the Commission the substandard conditions now prevailing and how he proposed to raise the levels of Library efficiency.

I, therefore, urge, before Mr. Clarke's application receive consideration by the Commission in its entirety, that Mr. Clarke be requested to present to the Commission in writing an examination of the particulars in which the San Francisco Public Library is now below the standards recommended by the American Library Association, and a complete and exhaustive outline of his views, ideas, plans and aspirations for the administration and development of the Library, either with reference to American Library Association standards, or independent thereof, and that such presentation may then be regarded as in the nature of Mr. Clarke's program or blueprint for the San Francisco Public Library of the future, in the event that he should be employed by the Commission as Librarian. Without such a commitment from Mr. Clarke, he might well interpret his employment as a complete endorsement of the conditions of the Library as they now prevail and therefore consider it unwise or unnecessary to give any further thought to the improvements which he might otherwise be prepared to recommend.

(Signed) Nat Schmulowitz

Recapitulation of vote on the adoption of the minority report at the Special Meeting in Executive Session held December 18, 1945.

Commissioner	For	Against
Cuddy	X	
Graves		X
Keenan		X
Lacoste		X
McLaughlin	X	
Mohr	X	
Oddie	X	
Politzer		X
Schmulowitz	X	
Shaughnessy		X
Kemper		X

Recapitulation of vote on the appointment of Laurence J. Clarke as City Librarian.

Commissioner	For	Against
Cuddy		X
Graves	X	
Keenan	X	
Lacoste	X	
McLaughlin		X
Mohr		X
Oddie		X
Politzer	X	
Schmulowitz		X
Shaughnessy	X	
Kemper	X	

January 8, 1946

The regular meeting of the Commissioners of the San Francisco Public Library held in the Commissioners' Room, Main Library, Civic Center.

The meeting is called to order at 4:00 p.m., President Kemper presiding.

On roll call the following are noted present: Commissioners Cuddy, Keenan, Graves, Kemper, Lacoste, Mohr, McLaughlin, Oddie, Schmulowitz and Shaughnessy. Absent: Commissioner Politzer.

The minutes of the last regular meeting are approved.

The report of the Secretary is approved and placed on file.

Reports of Standing Committees

Committee on Books

No report.

Committee on Building

No report.

Committee on Branch Libraries

Chairman Lacoste reports that at a brief meeting held prior to the regular meeting, the members of the Branch Committee had favored the establishment of a library on the waterfront and recommends that the matter be referred to the Committee on Branch Libraries and the Committee on Finance, with power to act, so that if approved after further consideration, the necessary funds can be included in the budget for the next fiscal year.

On motion of Commissioner McLaughlin, seconded by Commissioner Schmulowitz, the establishment of a branch library on the Embarcadero is approved and the Secretary is authorized to include the necessary funds for the rental of adequate quarters and for additional personnel for this branch in the budget for the next fiscal year.

Committee on Finance and Audit

On motion of Commissioner Shaughnessy, seconded by Commissioner Keenan, expenditures for the month of December and estimated expenditures for the month of January as follows are approved:

Salaries	$31161.48
Contractual Services	398.30
Binding	...
Gas & Electricity	900.00
Materials & Supplies	485.92
Books, Cards, Bindery Mat.	4149.76
Pensions	1000.00
Rent	420.00
Compensation Insurance	80.00
Membership dues	36.30
Services Other Depts.	2025.00
	$40656.76

Salaries	$31000.00
Contractual Services	1150.00
Binding	5000.00
Gas & Electricity	1000.00
Materials & Supplies	1000.00
Books, Cards, Bindery Mat.	6000.00
Equipment	1000.00
Pensions	1000.00
Rent	420.00
	$46570.00

Committee on Rules, Administration and Welfare of Employees

No report.

JAN 8'46

New Business

President Kemper reads a proposed resolution expressing the appreciation of the Commission for Mr. Rea's many years of service on behalf of the citizens of San Francisco.

On motion of Commissioner Shaughnessy, seconded by Commissioner Oddie, the resolution is adopted, ordered spread upon the minutes and the City Librarian is instructed to send a copy appropriately printed and framed to Mr. Rea.

The Library Commission of San Francisco, at this its first meeting in 1946, formally records its gratitude to Robert Rea for his distinguished services as Librarian of the San Francisco Public Library, the post from which he has now retired.

Mr. Rea served the Public Library for more than fifty years, rising steadily by virtue of ability enriched by experience to the position which he has just relinquished.

Under Mr. Rea's direction, the Library, which was virtually a new creation following the destruction of 1906, rose to high eminence among the public libraries of the United States. Its services, always at the disposal of the general reading public, have been acclaimed by many scholars to whom its research facilities have been most intelligently extended.

From the Civic Center, its branches have spread to all sections of San Francisco, bearing rich fruit in community culture.

These accomplishments reflect in great measure the unfailing devotion of Mr. Rea to the value of books in life. The library has been his life work.

BE IT THEREFORE RESOLVED:

That the Library Commission of San Francisco spread these expressions of appreciation upon its minutes, at the same time hoping and praying for Mr. Rea many years of fruitful endeavor, and of health and happiness.

Set down, in admiration and affection, this eighth day of January, 1946.

Commissioner Schmulowitz recommends that in addition to the resolution, that the Commission appoint a committee to consider and select an appropriate tribute with respect to Mr. Rea's long years of service to the community at large and to the institution.

On motion of Commissioner Lacoste, Mr. Schmulowitz's recommendation is approved.

The City Librarian reads a report on the budget recommendations for the Library Department for the fiscal year 1946-1947. Following approval of each appropriation seriatim, on motion of Commissioner Cuddy, seconded by Commissioner Mohr, the following budget request for 1946-1947 is approved:

	1945-1946	1946-1947	Increase or Decrease
Permanent Salaries	$289,003.	$326,512.	$ 37,509.
Temporary Salaries	...	5,000.	5,000.
Wages	94,143.	94,743.	600.
Contractual Services	20,421.	20,921.	500.
Binding	25,000.	30,000.	5,000.
Heat, Light & Power	12,000.	12,000.	
Scavenger	548.	700.	152.
Materials & Supplies	8,335.	10,000.	1,665.
Books, Cards, etc.	65,000.	105,000.	40,000.
Equipment	3,500.	10,500.	7,000.
Compensation Insurance	200.	200.	
Automobile Insurance	180.	180.	
Fidelity Insurance	...	163.	163.
Membership Dues	170.	200.	30.
Pensions	12,150.	13,150.	1,000.
* Rent	5,200.	5,200.	
Services Other Departments	12,020.	18,000.	5,980.
Dry Goods	40.	40.	
** Land Purchases	20,000.	20,000.	
Branches	100,000.	100,000.	
	$667,910.	$772,509.	$104,599.

* Rent for the Embarcadero Branch to be added on receipt of the information from the Director of Property.

** Subject to change on receipt of more authoritative data from Director of Property.

On the motion of Mrs. McLaughlin, seconded by Commissioner Schmulowitz, and unanimously approved, the additional sum of $10,000. is included in the budget for the next fiscal year for the survey of the library system.

Communications

From Holland Roberts, Director of the California Labor School, requesting a copy of the recent opinion of the City Attorney with reference to the loan of books to the Labor School and information concerning the Library's Deposit Stations. The City Librarian is instructed to send Dr. Roberts the information requested.

From J. Allen, Harold Reich, D. E. Sullivan and Peter McCormick, letters of application for the position of Secretary of the Commission. The City Librarian is instructed to acknowledge these communications and inform all applicants that careful consideration will be given their applications.

From the Marina Home Owners Protective Association suggesting two possible sites for the Marina Branch. Referred to the Committee on Branches for consideration.

From Paul K. Webster, President California Society of Certified Public Accountants requesting a special shelf for use by members of their organization. The City Librarian is requested to confer with Mr. Webster to obtain additional information with respect to his request.

There being no further business, the meeting is adjourned.

City Librarian

JAN 8'46

February 5, 1946

The regular meeting of the San Francisco Public Library held in the Commissioners' Room, Main Library, Civic Center.

The meeting is called to order at 4:00 p.m., President Kemper presiding.

On Roll Call, the following are noted present: Commissioners Cuddy, Graves, Keenan, Kemper, Lacoste, Mohr, Oddie, Schmulowitz and Shaughnessy.

The minutes of the last regular meeting are approved.

The minutesof the special meeting of November 27, 1945 are approved.

President Kemper refers to the minutes of the special meeting held December 18, 1945, and states that Commissioner Schmulowitz had communicated with him, requesting the opportunity to call to the attention of the Commission where in his opinion the minutes were incomplete and inaccurate.

Commissioner Schmulowitz reads a memorandum with reference to the statements made at a recent meeting of the Commission in the Mayor's Office, and outlining where in his opinion, the minutes of December 18, 1945 were inaccurate and incomplete, and recommends that the minutes be corrected and his memorandum be spread upon the minutes.

The Chair rules the entire memorandum out of order.

Commissioner Schmulowitz appeals the ruling of the Chair.

Commissioner Oddie moves, seconded by Commissioner Keenan that the memorandum be tabled.

The motion carries with Commissioner Schmulowitz casting a dissenting vote.

The minutes of the special meeting of December 18, 1945, are therefore approved.

The report of the Secretary is approved and placed on file.

The City Librarian reads a report on:

1. Revisions to the budget estimate made since the January 8, 1946 meeting of the Commission.

2. Activities of the Library Department during the month of January and activities scheduled for the month of February.

3. Revision of the registration rules for borrowers' applications.

On motion of Commissioner Cuddy, seconded by Commissioner Mohr, the following revised budget for the fiscal year 1946-1947 is unanimously approved.

BUDGET-1946-1947

Permanent Salaries	$ 329,513.
Temporary Salaries	5,000.
Wages	97,243.
Contractual Services	31,069.
Binding	30,000.
Heat, Light, Power	12,000.
Scavenger	700.
Material and Supplies	10,000.
Books, Cards, Bindery Supplies	105,000.
Equipment	10,500.
Compensation Insurance	200.
Automobile Insurance	180.
Fidelity Insurance	168.
Membership Dues	200.

Pensions	13,150.
Rent	6,700.
Services Other Departments	20,000.
Dry Goods	40.
Land Purchases	60,000.
Branches	150,000.
Totals	$ 881,663.

On the recommendation of Commissioner Cuddy, the elimination of guarantors on borrowers' applications is approved and the following general registration rules are adopted.

1. Library privileges shall be extended to all adult residents of San Francisco on the signing of an application on which is given one reference of a permanent resident of San Francisco.

2. All applications for minors under 18 years of age shall be endorsed by the parent or guardian.

Reports of Standing Committees

Committee on Books

Chairman Graves, No report.

Committee on Branch Libraries

Chairman Lacoste reports that she had made a survey of the branch libraries and stresses the urgent need of obtaining the funds in this year's budget for the purchase of sites for the construction of branch libraries, if centrally-located land is to be acquired. Commissioner Lacoste reports also some additions to our post-war program must be made as at least two districts; the Crocker-Amazon and the Sunnyside are entitled to library facilities.

Committee on Building

Commissioner Mohr, on behalf of the Committee on Finance and Committee on Building recommends the following:

1. Authorize that a letter be directed to the United States Navy, informing them the Library is desirous of obtaining a release to its property on the corner of Hyde and McAllister, leased to the Navy on April 1, 1946 for the construction of a temporary office building, at the earliest possible time as the Library has in prospect an addition to the Main Library building.

On motion of Commissioner Keenan, seconded by Commissioner Cuddy, the recommendation is approved.

2. Appoint a special committee to wait on the Mayor and other city officials in connection with the possibility of obtaining state funds for the preparation of plans and the construction of the addition to the Main Library, and the renovations to the present Library building. Such state aid is to be requested for the housing of the Sutro Collection in the new wing or present structure and also on the fact that the San Francisco Public Library has housed the Sutro Library rent free for the past twenty years.

The recommendation is adopted and the Finance Committee is requested to wait upon the Mayor to discuss this matter.

3. That in lieu of the proposed changes to the Children's Room, submitted by H. A. Thomsen, the Committee recommends the following:

(1.) That the present entrance be moved and placed at the end of the corridor at the front of the building.

(2.) That a new and spacious desk be installed opposite this entrance.

(3.) That additional shelving be installed at end of room at right angles to present shelving.

(4.) That a section of present alcove be converted into an office and storeroom for the staff.

On motion of Commissioner Cuddy, the recommendation is approved.

4. That the Commission give consideration to the following:

(1) Removal of the cement walkway along the Fulton Street side of the building and

(2) That the Park Department be requested to plant shrubs in the place of the walkway.

At the suggestion of President Kemper, the City Librarian is instructed to confer with Mr. Julius Girod, Superintendent of Parks, the City Architect and the Art Commission with reference to this proposed renovation to the exterior of the building.

Commissioner Keenan reviews the progress made with reference to the construction of a convenience station in the plaza of the Civic Center and recommends that a letter be written to the Park Commission requesting that funds be included in their budget for 1946-1947 for this purpose in accordance with the recommendation of the Board of Supervisors and the Chief Administrative Officer.

It is so ordered.

Committee on Finance and Audit

On the motion of Commissioner Cuddy, seconded by Commissioner Mohr, the following resolutions are approved:

Resolution No. 36

Resolved that the Controller be requested to allot $500.00 in the Services of Other Departments appropriation 514.900.00 to provide funds to complete the repairs to branches for the quarter ending March 31, 1946.

Resolution No. 37

Resolved that an Interdepartmental Work Order in the amount of $500.00 be issued to cover additional repairs to branches for the period ending March 31, 1946.

Resolution No. 38

Resolved that an Interdepartmental Work Order in the amount of $10.00 be issued to cover Photostat Work by the Purchasing Department for the period ending June 30, 1946.

On motion of Commissioner Mohr, seconded by Commissioner Shaughnessy, expenditures for the month of January, as follows; are approved:

Salaries	$29619.53
Contractual Services	1397.49
Binding	5087.05
Gas & Electricity	1000.00
Materials & Supplies	974.07
Books, Cards, Bindery Materials	4128.22
Pensions	1000.00
Rent	420.00
Services Other Departments	510.00
	$44136.36

On motion of Commissioner Shaughnessy, seconded by Commissioner Lacoste, estimated expenditures for the month of February, as follows, are approved:

Salaries	$31000.00
Contractual Services	800.00
Binding	5000.00
Gas & Electricity	1000.00
Materials & Supplies	1000.00

Books, Cards, Bindery Materials	6000.00
Equipment	1000.00
Pensions	1000.00
Rent	420.00
	$47220.00

Committee on Law and Municipal Relations

No report.

Committee on Rules, Administration and Welfare of Employees

No report.

Old Business

The City Librarian reports that he has conferred with Mr. Paul Webster, President, California Society of Certified Public Accountants, with reference to placing books of the Society for the use of its members and the general public in the Russ Building Branch and recommends that the request be granted.

Commissioner Schmulowitz seconded by Commissioner Mohr, moves that the recommendation of the City Librarian be approved and the offer of the California Society of Certified Public Accountants be accepted.

Motion carried.

On the question of the appointment of a Secretary, Commissioner Schmulowitz recommends that a Committee of the Commissioners be appointed to analyze the duties and responsibilities of the position of Secretary and City Librarian in order that the duties of these positions may be delegated by the Commission and the necessary qualifications for the position of Secretary outlined for the guidance of the Commission in its selection of a secretary. Commissioner Schmulowitz further recommends that a copy of all applications now on file for the position be forwarded to each Commissioner.

Recommendations approved.

Communications

From Mrs. Jerd Sullivan, American Women's Voluntary Services, announcing the discontinuance of the Bookmobile service at Hunters' Point Housing Project. At the suggestion of President Kemper, it is ordered that an appropriate resolution thanking the A.W.V.S. for their cooperation and generous assistance in rendering this library service be prepared and forwarded to the A.W.V.S., Mrs. Jerd Sullivan, and the ladies who manned the bookmobile.

From Mayor Roger Lapham, requesting a complete capital outlay program and the funding thereof for the Library Department for the next five fiscal years.

The City Librarian is instructed to prepare the necessary data and forward it to the Mayor as soon as possible.

There being no further business, the meeting was adjourned.

City Librarian

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San Francisco, March 5, 1946

The regular meeting of the Library Commission, held in the Commissioners' Room, Main Library, Civic Center.

The meeting is called to order at 4 pm., President Kemper presiding.

On roll call, the following are noted present: Commissioners Cuddy, Graves, Keenan, Kemper, Lacoste, McLaughlin, Mohr, Oddie, Politzer and Shaughnessy. Absent: Commissioner Schmulowitz.

The minutes of the February meeting, as amended, are approved.

The report of the Secretary for the month of February is approved and placed on file.

The report of the City Librarian, is temporarily postponed, pending the transaction of all business before the Commission.

Reports of Standing Committees

Committee on Books - Chairman Graves - No Report.

Committee on Branch Libraries

Chairman Lacoste recommends that since the American Women's Voluntary Services has discontinued its bookmobile service to the Hunter's Point project, a branch library be established in a location adjacent to the shopping and activity centers under the supervision of a trained librarian or station keeper.

On motion of Commissioner McLaughlin, seconded by Commissioner Politzer, the recommendation is approved.

Commissioner Mohr recommends that the Committee on Branches study the possibility of purchasing a bookmobile to bring service to districts now without library service.

Recommendation adopted.

Committee on Building

President Kemper reports that he had conferred with Truman R. Letts, Executive Secretary to the Mayor, with reference to the possibility of obtaining a share of the funds recently allocated by the State Legislature for the construction of the addition to the Main Library and had been informed that these funds had been allocated to sewer reconstruction. Mr. Kemper further stated that before conferring with state officials in connection with future allocation of state funds, the matter should be fully discussed with Mayor Lapham and cleared through the city's representative.

On motion of Commissioner Mohr, seconded by Commissioner Lacoste, the President is requested to call upon Mayor Lapham to discuss this matter.

Committee on Finance and Audit

Chairman Shaughnessy, seconded by Commissioner Cuddy, recommends the adoption of the following resolutions:

Resolution No. 39

Resolved that the Controller be requested to allot $700. in the Contractual Services appropriation to handle the normal needs of the Library for the balance of the quarter ending March 31, 1946.

Resolution No. 40

Resolved that the Controller be requested to transfer $1,000. from Window Cleaning to the credit of Services of Other Departments to provide funds for the maintenance and repair of the Library and branches for the remainder of the fiscal year.

Resolution No. 41

Resolved that the Mayor be requested to issue a supplemental appropriation ordinance in the amount of $5,000. to the credit of the Wages appropriation and transferring this amount from the credit of the Compensation Reserve balance to provide the necessary funds for per diem employments for the remainder of the fiscal year.

Resolution No. 42

Resolved that an Interdepartmental Work Order in the amount of $200. be issued to cover additional repairs to the Main Library and branches for the period ending March 31, 1946.

Resolution No. 43

Resolved that an Interdepartmental Work Order in the amount of $2200. be issued to cover repairs to the Main Library and branches for the period from April 1, 1946 to June 30, 1946.

Resolution No. 44

Resolved that an Interdepartmental Work Order in the amount of $150. be issued to cover the maintenance of automobile equipment for the period ending June 30, 1946.

Resolution No. 45

Resolved that the Controller be requested to allot $1,000. in the Material and Supplies appropriation to provide sufficient funds to handle the normal needs of the Library for the balance of the quarter ending March 31, 1946.

Resolutions adopted.

On recommendation of Commissioner Shaughnessy, expenditures for the month of February and estimated expenditures for the month of March, as follows, are approved:

Salaries	$29845.52
Contractual Services	644.81
Services Station Keepers	60.00
Window Cleaning	68.75
Gas & Electricity	1120.27
Materials & Supplies	707.29
Books, Cards, Bindery Mat.	5033.25
Pensions	1000.00
Rent	420.00
Equipment	470.00
	$39369.89

Salaries	$31000.00
Contractual Services	1000.00
Services Station Keepers	60.00
Window Cleaning	68.75
Binding	5000.00
Gas & Electricity	1000.00
Materials & Supplies	1000.00
Books, Cards, Bindery Mat.	6000.00
Equipment	1000.00
Rent	420.00
Services Other Departments	2550.00
	$49098.75

Committee on Rules, Administration and Welfare of Employees

Chairman Cuddy - No report.

Reports of Special Committees

Chairman Cuddy reads the following report of the Committee on Reorganization:

5 March 1946

REPORT OF THE COMMITTEE ON REORGANIZATION

Section 43 of the 1932 Charter provides that "The Library Commission shall appoint a Librarian and a Secretary," and then goes

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on to say, "The Librarian shall be the chief executive of the Department and shall be the appointing officer of the Department".

Prior to the new Charter, the Library Department was under the divided, administrative control of two men: the Librarian, with responsibility as the chief executive of the Department, and the Secretary, with responsibility as the budget and finance officer of the Department. In addition, the Secretary had responsibility for the upkeep of all buildings, and for the supervision of the janitors, the engineers, the carpenter, and the employees of his own office. Both the Librarian and the Secretary were each responsible only to the Library Commission.

Following the adoption of the 1932 Charter, the Library Commission respectified the duties of the two positions exactly as they had been theretofore, and probably for the reasons that their incumbents were practiced and satisfactory in the discharge of their respective duties. This allocation of duties has continued in effect as the rule of the Commission ever since.

The system of dual administrative control of the Library Department has in it, at least potentially, all the weakness and inefficiency inherent in such divided control. That the weakness and inefficiency did not become manifest to a marked degree during the dual administration of Messrs. Rea and Clarke was a tribute to the qualities of those men.

Now, with the retirement of Mr. Rea, the Library Commission has an opportunity to make effective the intention of the Charter with regard to the Librarian being in theory and in fact the chief and single administrative head of the Library Department.

Furthermore, in restating the duties of the Secretary, the Commission has at this time an opportunity to achieve one of its long-time objectives, namely the inauguration of a well-rounded program of public relations for the Library Department.

To achieve these objectives, your committee recommends the following:

1. That the duties of the Librarian be restated, and that they be made to include all present functions of the Librarian and all those functions heretofore discharged by the Secretary with the exception of the one duty of maintaining a complete record of the proceedings and acts of the Library Commission, together with such attendant and appropriate functions as may pertain thereto -

2. That a new position, a Civil Service classification of Head Clerk, requiring a thorough knowledge of the financial proceedings of the Library Department, be established to assist the Librarian in the performance of his duties -

3. That the duties of the Secretary be restated, and that they be made to include those of the secretary to the Library Commission in the sense of recommendation 1 of this report, and also those of public relations officer of the Library Department, with all duties to be discharged under the direction of the Librarian -

4. That a Public Relations Committee of the Library Commission be appointed to advise with the Librarian and report to the Commission on Candidates for the position of Secretary, and that the Committee thereafter function in helping to shape the public relations program of the Department -

5. That the Civil Service Commission be advised of the realignment of the duties of the Librarian and of the Secretary, and that, in view of the new duties of the Secretary, it is requested to establish a salary range for the position of Secretary.

Respectfully submitted,

COMMITTEE ON REORGANIZATION

John J. Cuddy, Chairman

Chairman Cuddy recommends that in accord with a suggestion submitted by Commissioner Schmulowitz, paragraph 3 be amended to read in part as follows:

" . . .with all duties to be discharged under the orders of the Librarian subject to the direction of the Commission".

On motion of Commissioner Politzer, seconded by Commissioner Keenan, the recommendation is approved.

Commissioner Oddie, seconded by Commissioner Lacoste, moves that the report of the Committee on Reorganization, as amended be approved.

Approved.

NEW BUSINESS

The election of officers for the ensuing year are declared in order by the chair.

Nominations for President being declared in order, on motion of Commissioner Cuddy, seconded by Commissioner Keenan, President Kemper is nominated and unanimously reelected.

Nominations for First-Vicepresident being declared in order, on motion of Commissioner Mohr, seconded by Commissioner McLaughlin, Commissioner Cuddy is nominated and unanimously elected.

Nominations for Second Vice-president being declared in order, on motion of Commissioner Shaughnessy, seconded by Commissioner Politzer, Commissioner Mohr is nominated and unanimously reelected.

Commissioner Mohr calls the attention of the Commissioners to the meeting of the Trustees Section of the California Library Association at Berkeley, on Saturday, March 10 and requests the members to attend this meeting.

COMMUNICATIONS

From Raymond D. Smith, Director, Ingleside Terraces Homes Association, thanking the Commission for the enlargement of the Ingleside Branch.

Placed on file.

On recommendation of Commissioner McLaughlin, the calling of a special meeting of the Commission on March 12, for the purpose of having the report of the City Librarian, is approved.

There being no further business, the meeting is adjourned.

City Librarian

COMMITTEES - 1946

Books, Printing and Binding

Commissioner Graves, Chairman
McLaughlin
Mohr
Politzer
Schmulowitz

Branch Libraries

Commissioner Lacoste, Chairman
Graves
Keenan
Mohr
Oddie

Building, Fixtures, Furniture & Supplies

Commissioner Mohr, Chairman
Keenan
Oddie

Finance and Audit

Commissioner Shaughnessy, Chairman
Graves
McLaughlin

Law and Municipal Relations

Commissioner Politzer, Chairman
Schmulowitz
Shaughnessy

Public Relations

Commissioner Oddie, Chairman
Cuddy
Keenan
Lacoste
Politzer

Rules, Administration and Welfare of Employees

Commissioner McLaughlin, Chairman
Cuddy
Lacoste
Schmulowitz
Shaughnessy

	President	Mr. Kemper
1st	Vice-President	Mr. Cuddy
2nd	Vice-President	Mrs. Mohr

San Francisco, March 12, 1946

A special meeting of the Board of Library Commissioners having been called for this day in the Commissioners' Room, Main Library, Civic Center, for the purpose of hearing a report by the City Librarian in connection with the reference services of the San Francisco Public Library.

The meeting is called to order at 4 pm., President Kemper presiding.

On roll call the following are noted present: Commissioners Cuddy, Graves, Kemper, Lacoste, McLaughlin, Mohr and Oddie. Absent: Commissioners Keenan, Politzer, Schmulowitz and Shaughnessy.

The City Librarian reads the following report:

Part I.

The Reference Department - Today

This is the first of a series of reports on the various departments of the library - their present status and plans for their improvements and development in the future. The first department - one vital to the successful operation of the library is the Reference Division.

This division handles all reference and research questions with the exception of research in the field of music. In addition to over-the counter reference service, a telephone and intensive mail service is maintained. Two telephones, one for incoming calls and the other for outgoing calls, are in constant use. Approximately 20,000 reference questions are handled in this manner annually by the reference staff. In the neighborhood of 150 written communications for information, the majority from out of town, are received and answered each week.

The staff of this division has charge of the general reference collection and all services - financial, trade catalogs, etc. It maintains through the initiative of staff members many special features which are of tremendous value in the rendering of service to the citizens of San Francisco. Among these are many special indexes. The index to California Artists containing some 3500 entries is the result of 25 years of research and owing to its value to the research scholar should be published at some future date. Other indexes are on such subjects as California Biography, Coats of Arms, quotations, shipwrecks, unusual and hard to find topics, and buildings of San Francisco. This division also maintains a magnificient picture collection with special emphasis on the subjects of art and costume.

The staff of the Reference Department includes the following personnel:

	Classification	Salary
1	Head Reference Librarian	$3600.
1	Senior Librarian	2820.
4	Librarians	9600.
2	Librarians (Part-time)	2000.
2	Pages	1000.
10		$19020.

In comparison, the city of Oakland, a city with approximately one-half the population of San Francisco and with a book stock of only 275,000 volumes, has the following staff to maintain its reference service:

	Classification	Salary
1	Chief Reference Librarian	$3840.
6	Assistant Reference Librarians	14400.
3	Junior Librarians	6540.
1	Chief Shelver	2100.
1	Stenographer Clerk	1980.
1	Library Clerical Asst. (PT)	870.
5	Library pages	4090.
18		$33820.

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Oakland, therefore, has thirteen full-time assistants and five part-time assistants to perform its reference service as compared to San Francisco's 6 full-time assistants and four part-time assistants.

In San Francisco, all clerical functions with the exception of a few page duties are performed by members of the professional staff. It has been estimated that 3½ hours are spent daily on clerical duties by each member of the professional staff which consequently reduces the reference service which should be given to the public.

With the exception of the Head Reference Librarian and Senior Librarian, this division is manned by inexperienced personnel, namely X42 Librarians, whereas, this important function of the library should be administered by personnel possessing high qualifications and many years of experience in reference library work, selected because of their ability in the field of research. Prior to 1942, when library employees became subject to the Civil Service provisions of the charter, the average age experience of this department's employees was over twenty years as against the present age experience (excluding the Head Reference Librarian) of only three years. Consequently the burden of performing scholarly and technical research, falls upon the shoulders of the Head Reference Librarian while in addition considerable of her time is consumed in advising and training the present inexperienced personnel. It should be pointed out also that a complete turnover of the X42 group occurs about every four years so that it is impossible to properly train and keep these partially trained employees in the reference library.

To improve the service of our Reference Library and to provide adequate service to the citizens of our community, the following three requirements must be given first consideration by the Commission in our program for the future:

1. Increase in the professional personnel in order to provide adequate reference service.

2. Employment of clerical personnel to perform the clerical work for the department.

3. Reclassification by the Civil Service Commission of the positions X42 Librarians, in this department to higher classifications in order to insure experienced personnel in reference library work.

If the Commission is successful in obtaining the approval of the Mayor and Board of Supervisors to our request for additional personnel which was included in our budget estimate for 1946-1947, at least one professional assistant and one clerical assistant will be added to the reference staff. Although this will not provide sufficient employments to maintain a first class reference library, it at least will be a step towards the desired results -- and certainly will provide improved service to our library patrons.

The Commission should also give consideration to again conferring with the Civil Service Commission with reference to the reclassification of all positions in the library service. At a meeting of the two Commissions last September, the Civil Service Commission agreed to undertake this reclassification as soon as it had completed the Salary Standardization Survey. This survey has now been completed and it is now before the Board of Supervisors for adoption.

Part II.

The Reference Department - Plans for the Future

When the funds for the addition to the Main Library become available, plans for a complete reorganization of the Reference Division should be considered by the Library Commission. This reorganization would divide the present Reference Division into four separate units. The units would comprise the following:

1. Documents
2. General Reference
3. Californiana
4. Art

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Each of the above divisions would be headed by a specialist or at least by employees who would devote their entire time, study and research in each of these particular subject fields.

1. DOCUMENTS DIVISION

The documents library would provide for the proper handling of all documents and would include publications of all types issued by the following agencies:

1. U. S. Government
2. The State Government
3. Municipal Government
4. Independent agencies

No modern library can give adequate reference service without access to the publications of the United States Government. It is estimated that over 7000 different publications are now distributed each year by the Superintendent of Documents to depository libraries receiving the full quota of publications. Add to this the cumulations of the past and the number becomes appalling!

The San Francisco Public Library is the ONLY full depository library in the Bay region for public use. Furthermore, it has the enviable reputation of binding over 90% of all documents received. Even the State Library at Sacramento does not hold this record. Yet it has no organized unit devoted exclusively to documents! The material is in the library but there is no organization of that material. For example, the Federal patent documents are shelved in a room next to the music room with no librarian in charge. The assistants of the Music Division maintain cursory supervision over the room but the collection is not adequately checked, indexed, cataloged or classified. The specifications and diagrams important in the development of the patent collection were discontinued in 1906 for no apparent reason other than lack of interest on the part of the administration in developing this needed service to our community and also owing to lack of space due to the fire and earthquake. Documents are becoming more and more important to business men, attorneys, newspapermen, teachers and research workers. A real demonstration of the use of this library's document collection was evidenced during the United Nations Conference when both the State Department and the delegates made constant use of the collection.

The disadvantages of the present method of handling the documents are briefly enumerated below:

1. Too many people handle the documents.
2. No systematic checking of department catalogs and indexes.
3. The card catalog on which the public must depend, is NOT a Key or GUIDE to any document collection.
4. The card catalog does not analyze documents.
5. The arrangement and classification of documents is extremely confusing and require special care.
6. The complete history of an agency must be traced through documents. Many New Deal agencies have either died or been absorbed by others, thus necessitating changes in records and names for historical and research purposes.
7. The variation in their value, the inconsistencies in form, the haphazard, confusing methods of their production and distribution makes the question of documents a difficult task.

II. GENERAL REFERENCE COLLECTION

The general reference collection consists essentially of encyclopedias, dictionaries, yearbooks, manuals, works for ready reference, non-circulating sets on science, economics, technology, history, biography, the social sciences, maps, philology and literature. In addition there are numerous special services, such as, city and telephone directories, trade catalogues, University catalogues; announcements of art exhibitions and courses offered in the night schools. Of particular interest to patrons are the numerous business, financial, advertising and insurance services, Conference Board Reports, Kiplinger Weekly Letter and stock and bond reports.

Many works and sets of special interest to the general reader, the scientist and technologist have during the emergency period been depleted, worn, or emerged with parts missing. It is now possible to

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replace and augment such sets. Publications of the American Technical Society and Audel - long-time favorites, are being renewed and replenished and should provide satisfaction and gratification to the numerous readers of the reference department.

In addition many new sets embracing aviation, radio, house architecture and building construction, gardening, plumbing, civil and electrical engineering, auto mechanics and Rider's radio manuals are being added to the general reference collection.

III. CALIFORNIANA

In the field of Californiana and Western Americana, the library is particularly strong. Among the holdings in this collection are many rare works and a large number of documents, many being reprints from the early Spanish and Mexican period, county and state histories, pamphlets, the publications of state historical societies, periodicals, extensive travel literature, diaries, and voyages, as well as an excellent representation of early newspaper files, such as the Daily Alta Californian, Bulletin, Chronicle and Examiner. With but few omissions, the library possesses a file of the San Francisco Bulletin from 1855 to date. Scrapbooks and a clipping file of local events are likewise maintained.

In its San Francisco collection, the library is in possession of a complete set of city directories from the earliest in 1850 to date, Municipal Reports, Proceedings of the Supervisors, guide-books, histories, personal narratives, election data and scrapbooks.

A notable and outstanding collection of approximately 4500 mounted photographs, illustrating the growth and history of the city from 1837 to date, in conjunction with many photographs covering the maritime development of the city as a world trade and shipping center. In connection with the latter are a large number of ships-wood, iron and steel - of past decades, that served to shape the city's destiny on the West Coast. These form a constant source of interest. Newspapermen, business firms, writers and the public generally, have made extensive use of this collection.

To specialize in this field and establish a department on this subject, would be of particular import, not only during the approaching 1948-1950 centennial celebrations, but also as an integral part of the ever-broadening interest that is being constantly evidenced in the interpretive forces of local history.

IV. ART

Perhaps of all subjects, art is the one that has been covered most fully in the San Francisco Public Library. Its resources are among the richest of any single holding in the West. This collection has been developed upon the foundation of many early works. Ranging through histories of art, and including such outstanding works as the famous Kunstler Lexicon, Benizit and Champlin; sculpture, architecture, embracing a highly developed foreign and American section as well as an outstanding periodical file; elaborately illustrated works on ornament, decoration, painting, prints, decorative and applied arts, landscape gardening, furniture and interior decoration, ancient art and archaeology, numismatics and the theatre. Works on heraldry including Rietstap's Amorial General, may also be found in this department. Another highly specialized division is that of Oriental art. Among a few of the widely-used and outstanding volumes mention may be made of the following: Bissing's Agyptscher, Racinet and Rosenberg's Costume, Jones' Alhambra, Prisse's L'Art Arabe, Le Vatican by Latarouilly, Kingsborough's Mexican Antiquities, Porpylaen Kunst Geschicte, Curtis' North American Indians, a forty volume set, outstanding in the field of historical research, and found but in relatively few libraries: Arthur Upham Pope's Monumental work on Persian Art, and numerous others including fine old and modern works on silver, and sheffield plate, and the greatly consulted section on painting.

The development of a separate art department would provide increased service to the citizens of San Francisco and also would result in making available many hidden resources contained in the collection.

For many years the patrons of our library have criticized the present method of storing all books with the exception of fiction, a small collection of non-fiction and a few reference volumes in the

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stack areas. By the reorganization of the reference department, many books now housed in the stacks would be available to the public on the open shelves. At the present time the San Francisco Public Library has only five public service departments, namely: Newspaper and Periodical, Music, Circulation, Children's and Reference. In comparison Los Angeles, a strong departmentalized institution has twelve departments which are as follows: (1) Adult Education, (2) Art and Music, (3) Fiction, (4) Foreign, (5) History, (6) Literature and Philology, (7) Periodicals and Newspaper, (8) Philosophy and Religion, (9) Science and Industry, (10) Sociology, (11) Teachers and Children, (12) Municipal Reference.

SUMMARY

Recommendations of City Librarian to Library Commission for its consideration:

1. That the Commission expend every effort to gain the approval of Mayor and Board of Supervisors to the additional professional, clerical and building maintenance personnel requested in the budget for the next fiscal year.

2. That the Civil Service Commission be requested to expedite its promised reclassification of all positions in the library service.

3. That all possible sources for the raising of funds for the construction of the addition to Main Library be explored. Should state aid not be forthcoming, plans for the submission of a bond issue at the November election should be formulated.

4. That in view of the letters received from three large firms - The Standard Oil Company, The Henry J. Kaiser Company and The Shell Oil Company, requesting the establishment of a complete patent collection, the Commission give consideration to:

   (a) Submission of a supplemental budget request in the amount of $30,000. to outfit the vacant room adjacent to the Newspaper Department as the Periodical department.

   (b) That the present periodical department be converted into a Documents Division.

   (c) That a supplemental budget request be submitted in the amount of $7820. to provide the following personnel to operate this division.

Classification	Salary
1 Head Librarian	$2820.
1 Senior Librarian	2400.
2 X42 Librarians (part-time)	2000.
1 X52 Library Page	600.
5	$7820.

Prompt action with respect to the above recommendation must be taken as all supplemental budget requests must be filed with Mayor Roger Lapham prior to May 9, 1946.

(5.) That the Commission give consideration to the incorporation in its over-all postwar plan for the improvement and expansion of our library system, the proposed reorganization of the Reference Division into four separate units.

Respectfully submitted,

(Signed) L. J. Clarke,
City Librarian.

Concurrence of the Commission was indicated generally to all recommendations submitted by the City Librarian with formal action on Recommendation III being delayed until the next meeting pending further study.

There being no further business, the meeting adjourned.

City Librarian

MAR 12'46

April 2, 1946

The regular meeting of the Library Commission of the San Francisco Public Library held in the Commissioners' Room, Main Library, Civic Center.

The meeting is called to order at 4 pm., President Kemper presiding.

On roll call the following are noted present: Commissioners Graves, Keenan, Kemper, Lacoste, Mohr, Oddie, Politzer, Schmulowitz and Shaughnessy. Absent Cuddy and McLaughlin.

The minutes of the previous meeting, as corrected, are approved.

The minutes of the special meeting of March 12 are approved.

The report of the Secretary is approved and placed on file.

Consideration of the Librarian's report is temporarily postponed.

The regular order of business is suspended in order to hear from Mr. John Swain, attorney representative of the Patent Law Association with reference to the establishment of a complete patent collection in the San Francisco Public Library. Mr. Swain explains the need of a patent collection in San Francisco for the use of patent attorneys, industrial firms and inventors and requests the Commission give favorable consideration to the proposal.

It is recommended that the matter be referred to the Committee on Books for further study with the suggestion that other public libraries be contacted in order to gain information on the costs of establishing and maintaining such a collection.

The regular order of business is resumed.

Chairman Graves reports that the City Librarian had suggested that the Commission give consideration to the establishment of a Duplicate Pay Collection--a rental library for patrons at a minimum charge in order to supply additional copies of popular books to library patrons.

On motion of Commissioner Politzer, seconded by Commissioner Shaughnessy, it is recommended that the City Attorney be requested to prepare an opinion as to the legality of establishing such a duplicate pay plan in the San Francisco Public Library.

Committee on Branch Libraries

Chairman Lacoste reports receipt of letters from Albert F. MacDonald, President Westwood Highlands and Miss Frank A. Rettus, President Parkside District Improvement Club, requesting the establishment of a branch library in the Sunnyside District and also a letter from Evelyn C. La Place, President, Parkside Improvement Club, requesting the establishment of a branch library in the Parkside District. On motion of Commissioner Shaughnessy, the matter is referred to the Committee on Branches and the City Librarian is instructed to inform these organizations that the Library Commission is cognizant of the need for branch libraries in these districts and when the necessary funds are granted for this purpose look forward to the establishment of a branch library in their districts.

Chairman Lacoste reports also that the City Planning Commission has proposed a community development area in the Sunset District comprising schools, recreation facilities, a community center and a public library and requests the opinion of the Commission on this proposal.

On motion of Commissioner Schmulowitz, the general project as proposed by the Planning Commission is approved but approval of the site now allocated for library purposes is withheld pending further study. The matter is referred to the Branch Committee for study and report on the proposed site.

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Committee on Building

Chairman Mohr - no report.

Committee on Finance and Audit

On motion of Commissioner Schmulowitz, seconded by Commissioner Politzer, the following proposed resolutions pertaining to certain parcels of real property in Kern County acquired by the City and County of San Francisco from the estate of Alfred Fuhrman, deceased:

(1) Authorizing consent to assignment from Independent Exploration Company to Harry H. Magee of undivided one-half interest in oil and gas lease, E 1/2 of W 1/2 of NW ¼ Section 22, T. 29 S., R. 21 E.

(2) Authorizing extension of time to Seaboard Oil Company to drill a third well on Section 21 and NE ¼ of Section 28, T. 28 S., R. 28 E. City to receive $500.00 consideration.

The following resolutions are also approved:

Resolution No. 46

Resolved that the Controller be requested to allot $1930.00 in the Equipment appropriation 514.400.00 to provide funds to purchase necessary equipment which is available at the present time.

Resolution No. 47

Resolved that the Controller be requested to transfer the amount of $60.00 to the credit of Compensation Insurance from the Contractual Services appropriation to provide the necessary funds for payment of compensation claims to the end of the fiscal year.

On motion of Commissioner Schmulowitz, expenditures for the month of March, as follows, are approved:

Salaries	$32252.41
Contractual Services	1180.75
Binding	5157.80
Gas and Electricity	1000.00
Material and Supplies	750.00
Books, Cards, Bindery Materials	8200.00
Equipment	658.13
Pensions	1000.00
Rent	420.00
Services Other Departments	2550.00
	$53169.09

On motion of Commissioner Mohr, estimated expenditures for the month of April, as follows, are approved:

Salaries	$32000.00
Contractual Services	500.00
Binding	5000.00
Gas and Electricity	1000.00
Material and Supplies	1000.00
Books, Cards, Bindery Materials	8000.00
Equipment	1000.00
Pensions	1000.00
Rent	420.00
	$49920.00

The Librarian reports that the Mayor and Finance Committee has approved the following budget for the Library Department for the fiscal year 1945-1946:

	Recommended by Library Commission 1946-1947	Approved by Mayor and Finance Comm.	Decrease over Comm. request
Permanent Salaries	$329,513	$329,513	
Temporary Salaries	5,000	5,000	
Wages	97,243	97,243	
Contractual Services	31,069	21,069	- $10,000
Binding	30,000	30,000	
Heat, Light & Power	12,000	12,000	
Scavenger	700	700	
Material & Supplies	10,000	10,000	
Books,Cards & Bind.Sup.	105,000	95,000	- 10,000
Equipment	10,500	10,500	
Compensation Insurance	200	200	
Automobile Insurance	180	180	
Fidelity Insurance	168	168	
Membership Dues	200	200	
Pensions	13,150	13,150	
Rent	6,700	6,700	
Services Other Depts.	20,000	18,357	- 1,643
Dry Goods	40	40	
Land Purchases	60,000	60,000	
Branches	150000	75,000	- 75,000
	$881,663	$785,020	- $96,643

Committee on Public Relations

Chairman Oddie recommends:

(1) That a copy of the proposed letter to be sent to the Civil Service Commission with reference to the duties and responsibilities for the position of Secretary be forwarded to all Commissioners.

(2) That a scope circular announcing a vacancy in the position of Secretary and outlining the duties and minimum requirements be prepared and posted in the Main Library, branches and other public places.

Recommendations adopted.

Committee on Rules, Administration and Welfare of Employees

The City Librarian calls attention to the following resolution passed by the Board of Supervisors on Monday, April 8, 1946:

RESOLVED, That his Honor the Mayor be and is hereby requested to call for a recess on Good Friday, April 19, 1946, between the hours of 12 noon and 3 o'clock p.m., in all of those departments (including the Library Department) where it is possible to make arrangements therefor, so as to permit such of those employees as desire, to participate in the religious exercises customarily held upon the day which commemorates the Passion and Death of Jesus Christ.

It is recommended that the Library remain open on Good Friday between one and three o'clock and in compliance with the ordinance, those employees desirous of participating in the religious exercises be permitted the necessary time off.

Recommendation adopted.

Communications

From Mary Coglan, Director of the Harbor Club proposing the establishment of a branch library at the club. The matter is referred to the Committee on Branches and the Librarian is instructed to inform Mrs. Coglan of the action taken and thank her for her interest in the San Francisco Public Library.

From the Community Chest of San Francisco requesting information as to the availability of rooms at the library for meeting of

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agency groups. The Librarian is requested to prepare a list of all groups now using the Assembly Hall for the information of the Commission.

From Mrs. M. S. Nickelsburg, suggesting the library sponsor lectures in nature study and offering her services as a lecturer for such courses.

Mrs. Mohr reports that in checking the minutes of the Library Commission, she had ascertained the cost of the survey of the Library undertaken in 1928 at $2,500. and requests that the Mayor, and the members of the Finance Committee be advised of the cost in order to correct an erroneous impression which may have resulted, as the amount quoted at the hearing on the budget was $5,000. The Librarian is instructed to advise the Mayor and Finance Committee of the amount of the survey.

Commissioner Schmulowitz recommends that a statement soliciting suggestions from patrons concerning the library's service be placed in the monthly bulletin.

It is so ordered.

There being no further business, the meeting adjourned.

City Librarian

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May 7, 1946

The regular meeting of the San Francisco Library Commission held in the Commissioners' Room, Main Library, Civic Center.

The meeting is called to order at 4 pm., in the absence of President Kemper, First Vice-President Cuddy presiding.

On roll call the following are noted present: Commissioners Cuddy, Graves, Lacoste, McLaughlin, Oddie, Schmulowitz and Shaughnessy. Absent: Commissioners Kemper, Keenan, Mohr and Politzer.

The report of the Secretary is approved and placed on file.

The report of the City Librarian is referred to the Committee on Rules, Administration and Welfare of Employees for its consideration.

The City Librarian submits a report on the use of the Assembly Hall and Exhibit Room at the Main Library for the month of April and May, 1946 for the information of the Commission in connection with the request from the Community Chest for information as to the use of these rooms by chest agencies.

Commissioner Schmulowitz, seconded by Commissioner Shaughnessy, recommends that the Community Chest be informed that the Commission is now considering the adoption of a new policy in connection with the use of these meeting rooms at the Main Library and branches and that pending the formal adoption of this policy, the Commission will grant the use of the Assembly Hall one day each month to the Chest and the continued use of those facilities already being used by Chest agencies with the request that the programs held at the Library conform as closely as possible with the functions of a public library.

Reports of Standing Committees

Committee on Books

Miss Mary Murphy, Head Order Librarian, reports to the Commission on the book selection policy of the Library and explains in detail the reasons for placing some book orders with the San Francisco News Company at a lower discount rate than could be obtained from firms or persons outside of San Francisco.

Mr. Shaughnessy recommends that Miss Murphy prepare a memorandum outlining the reasons for this procedure and further that Mr. Schmulowitz prepare a letter to be sent with this memorandum to the Purchaser of Supplies.

Recommendation adopted.

Chairman Graves, reports that Mr. Milton Lord of the Boston Public Library recently visited San Francisco and made an extensive tour of our library.

Committee on Branch Libraries

Chairman Lacoste reports that the library at Hunter's Point has been closed as the Federal government needed the library quarters for storage purposes and that another location, more centrally located to the entire project has been offered the library by federal authorities. On the recommendation of Chairman Lacoste, the establishment of a library at Ridge Point is approved to be manned by a library employee under the supervision of the Library Department instead of the Recreation Department.

Commissioner Cuddy reports that he had attended a meeting of the Board of Education, the Recreation Department and the City Planning Commission in connection with the Sunset Development Area and that the project was unanimously approved by all departments and the completion of the project depends upon the allocation of funds for the purchase of land in the budgets of the Library and Recreation Departments for the next fiscal year.

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Chairman Lacoste also reports the receipt of another communication from the California Labor School requesting that the Commission give consideration to the establishment of a deposit station at the Labor School.

The Chair refers the request to the Committee on Publicity and the Committee on Branches for study and report.

Committee on Building.

No report.

Committee on Finance and Audit.

Chairman Shaughnessy, seconded by Commissioner Schmulowitz, moves the adoption of the following resolutions:

Resolution No. 48

Resolved that the Controller be requested to transfer the amount of $400.00 from Services of Other Departments, Appropriation 514.900.00 to the credit of Material and Supplies, Appropriation 514.300.00 to provide the necessary funds to purchase additional forms for the balance of the fiscal year, due to increased circulation of library patrons.

Resolution No. 49

Resolved that an additional Interdepartmental Work Order in the amount of $800.00 be issued to cover repairs to the Main Library and branches for the period from April 1, 1946 to June 30, 1946.

Resolution No. 50

Resolved that the Mayor be requested to issue a supplemental appropriation ordinance in the amount of $2500. to the credit of the Wages appropriation and transferring this amount from the credit of the Compensation Reserve balance to provide adequate funds for per-diem employments for the balance of the fiscal year due to the 10 pm. closing since January 1, 1946 instead of the 9 pm. closing which prevailed previously.

Commissioner Shaughnessy, seconded by Commissioner Schmulowitz, moves that expenditures for the month of April and estimated expenditures for the month of May, as follows, be approved:

Salaries	$33073.19
Contractual Service	360.00
Services Station Keepers	60.00
Window Cleaning	68.75
Binding	5235.22
Gas and Electricity	1000.00
Material and Supplies	1025.00
Books, Cards, Bindery Mat.	9361.28
Equipment	116.00
Pensions	1000.00
Rent	420.00
	$51719.44

Salaries	$32000.00
Contractual Service	500.00
Binding	7885.24
Gas and Electricity	1000.00
Material and Supplies	400.00
Books, Cards, Bindery Mat.	7900.00
Equipment	1000.00
Services Other Departments	800.00
Pensions	1000.00
Rent	420.00
	$52905.24

Committee on Law and Municipal Relations

No report.

Committee on Public Relations

Chairman Oddie reports that a copy of the proposed letter to be sent to the Civil Service Commission with reference to the reorganization of the duties of the Secretary's position, had been sent each Commissioner for their review.

Mr. Shaughnessy, seconded by Commissioner Schmulowitz, recommends that an executive session be called for the purpose of discussing the duties of the Librarian and the duties of the Secretary.

Recommendation adopted.

The Chair sets May 14th as the date of the executive session.

Commissioner Shaughnessy moves that in accord with a request by Mrs. Mohr, a report of the Grand Jury be spread on the minutes.

LIBRARIES

The Main Library and the branch libraries are administered as a unit. The circulation of books has increased tremendously since 1941; last year including reference works, etc. the circulation was about 11,000,000. Two new branch libraries are provided for in the present budget, but others are needed, seven, according to the Librarian's estimate.

Mr. Rea, Chief Librarian, retired recently after many years of devoted service.

Inasmuch as the appropriation for the libraries is low in comparison with that of other cities and no general survey of our library system has been made since 1928, we recommend that a survey of library needs and of positions and qualifications for positions be made as soon as possible; and that a copy of this recommendation be sent to the Library Commission.

Respectfully submitted,

Mrs. Beatrice Flick, Chairman,

John L. Silvey,

Claude, H. Jinkerson.

Communications

From Mrs. Einar Wismer, President, California Spring Blossom and Wildflower Association, in connection with the establishment of a library in the proposed Hall of Flowers Building. Referred to the Committee on Branch Libraries.

From Eugene Riordan, Assistant Director of Property with reference to progress report on San Francisco, No. 24 well, in Kern County.

Placed on file.

There being no further business, the meeting adjourned.

City Librarian

May 14, 1946

Executive meeting of the San Francisco Library Commission held in the Commissioners' Room, Main Library, Civic Center.

The meeting is called to order at 4 p.m.; in the absence of President Kemper, First Vice-president Cuddy presides.

On roll call, all commissioners are noted present with the exception of Mr. Kemper.

Mr. Cuddy expresses doubt as to the effects of the commission's action in adopting the report of the Committee on Reorganization, of which he was chairman, at its meeting on March 5, 1946. Other commissioners concur in his thought that the duties of the Librarian and of the Secretary as set forth in the report might result in the development of rival positions and possibly of dual control in the Library Department, such as the commission wanted to avoid. Mr. Cuddy cites the examples of past and current situations in certain city departments.

It is moved by Mr. Shaughnessy and seconded by Mr. Politzer that the commission set aside the adoption of the report of the Committee on Reorganization that was acted upon by the commission on March 5, 1946.

The motion is carried.

Mr. Cuddy presents the verbal request of President Kemper that the commission act upon a matter of appropriating $500 to defray the expenses of Librarian Clarke in attending the Convention of the American Library Association in Buffalo, N.Y., June 16 to 22, 1946.

It is moved by Mrs. McLaughlin and seconded by Mrs. Mohr that $500 be appropriated from available funds for this purpose, and that Mr. Clarke be asked to make a report on the convention to the commission.

The motion is carried.

It is moved by Mrs. Mohr and seconded by Mr. Graves that the commission meet every two weeks until such time as pressing problems of the Library Department have been disposed of.

The motion is carried.

After agreement among the commissioners as to time, the chair announces the next meeting will be held on Tuesday, May 28, in the Commissioners' Room, at 4 p.m.

Mr. Schmulowitz makes an extended report of ideas on the functions and administration of the modern public library, and with particular reference to the qualifications and duties of the chief librarian. He is asked through the chair to embody the gist of his remarks in a memorandum to be distributed to each of the commissioners.

Mr. Schmulowitz agrees to do this.

In the course of his remarks, Mr. Schmulowitz referred to a report on a survey of the Akron, Ohio, Public Library, and to another on a self-survey of the San Jose, California, Public Library. The commission asks the chair to see that these reports will be available to it through the Librarian.

There being no further business, the meeting adjourned.

John J. Cuddy
First Vice-president,
Library Commission.

May 28, 1946

A special meeting of the Library Commission having been called for this day in the Commissioners' Room, Main Library, Civic Center, the meeting is called to order at 4 pm., First Vice-President Cuddy presiding.

On roll call the following are noted present: Commissioners Cuddy, Graves, Lacoste, McLaughlin, Mohr, Oddie, Schmulowitz and Shaughnessy. Absent: Commissioners, Keenan, Kemper and Politzer.

The minutes of the executive session of May 13, 1946 are read and approved.

First Vice-president Cuddy refers to the memorandum prepared by Commissioner Schmulowitz in connection with the reorganization of the duties and responsibilities of the two executive positions of City Librarian and Secretary.

Commissioner Schmulowitz states that it was the consensus of opinion of the sub-committee on Rules, Administration and Welfare of Employees that prior to the consideration of his memorandum, the Commission should appoint a secretary to perform such duties as outlined in the Declaration of the Commission in 1932 with the understanding that a reclassification of the duties is under consideration which may result in a diminution or enlargement of the duties to be performed. On motion of Mr. Schmulowitz, seconded by Commissioner Lacoste, the following amendment to the 1932 Declaration of Duties is approved:

> "That the Secretary shall be subject to the direction of the Librarian and both the Librarian and Secretary shall be subject to the supervision of the Commission."

Commissioner McLaughlin moves, seconded by Commissioner Graves, that a committee be appointed to review the applications and interview candidates and submit recommendations as to the qualifications of candidates to the Commission.

Commissioner Oddie suggests that the Civil Service application form be filled out by each candidate in order to facilitate the work of the committee.

The Chair appoints Commissioner Mohr as chairman, with Mr. Oddie, Mr. Graves, Mrs. McLaughlin and Mr. Cuddy to serve on the committee.

In connection with the proposed survey, Commissioner Schmulowitz recommends that the Librarian obtain the following information from other city departments:

(1) The method of obtaining an expert librarian in accordance with charter provisions.

(2) The terms of the late Senator Phelan's will to ascertain if this fund may be used to defray the cost of a survey.

Commissioner Schmulowitz also recommends that an inquiry be sent to the American Library Association, University of Southern California, California, Chicago and Columbia, informing them of this library's desire to be made aware of individuals capable of undertaking a survey, the length of time involved and the cost of a survey for an insitutiton of the character and standards of the San Francisco Public Library.

The chair so moves.

On motion of Commissioner Schmulowitz, seconded by Commissioner Oddie, the following resolution is adopted.

Resolution No. 51

Resolved that the Controller be requested to transfer the amount of $100.00 from the Equipment appropriation and $200.00 from the Services of Other Departments appropriation to provide sufficient funds for the balance of the fiscal year.

There being no further business, the meeting is adjourned.

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June 4, 1946.

The regular meeting of the Library Commission held in the office of Commissioner Cuddy, 703 Market Street.

The meeting is called to order at 4 pm., First Vice-president Cuddy presiding.

On roll call the following are noted present: Commissioners Cuddy, Graves, Keenan, Lacoste, McLaughlin, Mohr and Oddie.

The minutes of the last regular meeting, as amended, are approved.

Reports of Standing Committees

Committee on Rules, Administration and Welfare of Employees

Chairman McLaughlin reports on the meeting of the committee in connection with the classification plan of the library and informs the Commission that a memorandum combining the report on file with the Civil Service Commission with the new report prepared by the Librarian is under preparation for submission to the Commission for its consideration.

Committee on Books

Chairman Graves refers to an opinion from the City Attorney which advises the Commission that there is no legal objection to the establishment of a duplicate pay plan in the San Francisco Public Library.

Commissioner Oddie, seconded by Commissioner Mohr, moves that the Librarian be requested to prepare a plan for the establishment, on a trial basis, of a duplicate pay collection at two of our branch libraries.

Approved.

Commissioner Graves reports the receipt of numerous communications from lawyers, industrial firms and inventors, requesting the establishment of a patent collection in the San Francisco Public Library.

On motion of Commissioner Oddie, seconded by Commissioner Lacoste, the Librarian is requested to submit a plan for the establishment of a Documents Collection concerning the following points of information:

(1) The physical requirements for the collection.
(2) The personnel requirements.
(3) The contents of a documents collection.
(4) Funds required to maintain collection in the future.

Committee on Branch Libraries

A communication is read from the Glen Park Community Club, requesting the Library Commission's consideration to the construction of a new library in the Glen Park District. The Librarian is instructed to inform the Club that plans for a branch building for the district are included in the Commission's post-war program and funds for the purchase of a site has been made available in the budget for the next fiscal year.

Commissioner Lacoste also recommends that when funds for the purchase of sitos become available on July 1, 1946, immediate purchase of the land for branch libraries should be undertaken.

Commissioner Cuddy reports the receipt of a communication from J. Cimino, Jr., Realtor, offering for sale, property 27' 6" x 70' on the North-West corner of Stockton and Filbert Streets for $25,500. and further reporting an adjoining piece of property which might be obtained by condemnation proceedings for a branch library in the North Beach District.

The communication is referred to the Committee on Building and the Librarian is requested to obtain an evaluation of the properties from Mr. Joseph Phillips, Director of Property.

Commissioner Oddie recommends that the leaders of the improvement clubs in the North Beach District be advised of the offer and informed that the library lacks the necessary funds for the purchase of the sites.

Commissioner Cuddy recommends also that the Real Estate Department be requested to ascertain the ownership and nature of property on the corner of Steiner and Chestnut Streets.

It is so ordered.

Committee on Building

Chairman Mohr suggests that after July 1, 1946, a tour of the branch libraries be made for the purpose of preparing a list of necessary improvements to be undertaken during the next fiscal year.

Committee on Finance and Audit

On motion duly made and seconded, expenditures for the month of May and estimated expenditures for the month of June, as follows, are approved:

Salaries	$32708.09
Contractual Services	360.00
Services Station Keepers	45.00
Window Cleaning	68.75
Binding	3058.13
Gas and Electricity	1000.00
Material and Supplies	665.00
Books, Cards, etc.	6800.00
Equipment	875.00
Pensions	1150.00
Rent	420.00
Services Other Departments	800.00
	$47799.97

Salaries	$32000.00
Contractual Services	560.00
Services Station Keepers	45.00
Window Cleaning	255.00
Binding	4827.11
Gas & Electricity	1000.00
Material & Supplies	109.00
Books, Cards, Bindery Materials	225.33
Equipment	39.59
Pensions	1150.00
	$40211.03

On motion duly made and seconded, the following resolutions are adopted:

Resolution No. 1

Resolved that the Controller be requested to transfer $5000.00 from the Wages Appropriation to the Temporary Salaries Appropriation to set up funds for temporary employments for the fiscal year 1946-47 as needed.

Resolution No. 2

Resolved that the Controller be requested to transfer $29400.00 from the Contractual Services Appropriation to the Binding Appropriation to set up funds for binding for the fiscal year 1946-1947.

Resolution No. 3

Resolved that an Interdepartmental Work Order in the amount of $3000.00 be issued to cover repairs to the Main Library and branches for the quarter July 1, 1946 to September 30, 1946.

Resolution No. 4

Resolved that an Interdepartmental Work Order in the amount of $150.00 be issued to cover repairs to automotive equipment for the quarter July 1, 1946 to September 30, 1946.

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Resolution No. 5

Resolved that the Controller be requested to allot $5700. in the Rent Appropriation 614.880.00 to provide funds for the rental of branch libraries for the fiscal year 1946-1947.

Resolution No. 6

Resolved that the Controller be requested to encumber the amount of $540.00 from the Contractual Services Appropriation to the credit of Services of Station Keepers to cover their charges for the fiscal year 1946-1947.

Resolution No. 7

Resolved that the Controller be requested to transfer $3126.00 from the Contractual Services Appropriation to the credit of the Window Washing Appropriation to cover the contract for window washing for the fiscal year 1946-1947.

Old Business

Commissioner Oddie reports on his visit to the Labor School and outlines his views on the present status of its library and the need for books on many subjects. Mr. Oddie also offers statistics on the population of San Francisco which shows that the majority of residents of the city are in the labor classification.

New Business

Chairman Cuddy reads a communication from Commissioner Schmulowitz which calls the attention of the Commission to a suggestion of Mr. Oddie's that a form of legacy be included in the monthly bulletin and which requests also that the Librarian furnish each of the Commissioners with a copy of the"ordinance which may require the Commission to award the right to supply books to the lowest bidder", as he desires to discuss the ordinance at the next meeting.

The Chair requests Commissioner Oddie to prepare the form of legacy to be included in the bulletin and instructs the Librarian to furnish each Commissioner with a copy of the ordinance.

Communications

From Mrs. Laura Rauch, Assistant Director, Institute of Pacific Relations, thanking the Library for the use of the Assembly Hall.

Placed on file.

From James Towns, criticizing the policy of the Library in placing advertisements of cultural events for which an admission fee is charged on the bulletin boards.

The Librarian is instructed to inform Mr. Towns that a revision of the policy of the Commission governing use of the Assembly Hall, other meeting rooms and the use of bulletin boards is now being undertaken by a committee of the Commission.

From Mr. Harold McChesney, Area Director National Conference of Christians and Jews, thanking the Library in helping to emphasize Religious Book Week.

Placed on file.

From Hildegard Rogers with reference to the Library's services. Referred to the City Librarian for investigation and reply.

There being no further business, the meeting adjourned.

City Librarian

July 23, 1946.

The postponed monthly meeting of the San Francisco Library Commission held in the Commissioners' Room, Main Library, Civic Center.

The meeting is called to order at 4:00 p.m., President Kemper presiding.

On roll call the following are noted present: Commissioners Cuddy, Graves, Keenan, Kemper, Lacoste, McLaughlin, Oddie and Shaughnessy. Absent: Commissioners Mohr, Politzer and Schmulowitz.

The regular order of business is suspended for the purpose of hearing from Richard Weil, a library patron. Mr. Weil, in response to the invitation in the monthly bulletin for suggestions from patrons, outlines certain changes he thought necessary in connection with the library services. The matter is taken under consideration.

The regular order of business is resumed.

The minutes of the last regular meeting are approved.

The City Librarian submits a report on the American Library Association convention at Buffalo.

Placed on file.

The report of the Secretary is approved and placed on file.

Reports of Standing Committees

Committee on Books

Chairman Graves reports the receipt of a letter from the California Labor School requesting that funds from the Fuhrman estate be utilized for the purchase of books for the Labor School. On motion of Commissioner Shaughnessy, seconded by Commissioner Cuddy, the City Librarian is requested to inform the school that in accordance with the opinion of the City Attorney, city funds cannot be used for this purpose, but that the Commission is endeavoring to rent quarters in the vicinity of the school for the establishment of a branch library.

Chairman Graves reports that the library has received gifts of books from the following:

From the estate of the late Dr. Alfred Fischer--approximately four hundred volumes.

From the family of the late Charles Sutro--approximately three hundred volumes.

From the Audubon Society of the Pacific--several volumes on the birds of America.

The City Librarian is requested to draft an appropriate letter thanking the donors for these generous gifts.

Chairman Graves also reports that John Howell, bookseller, had offered to the Library, the minutes of the Board of Alderman and the Board of Assistant Alderman of San Francisco for the sum of $3,000. These documents were copies of the original minutes which were reported stolen from San Francisco in 1854 by Harry Meiggs, City Alderman and builder of Meiggs wharf. As a newspaper article in the San Francisco Examiner dated September 26, 1927 stated that the original documents were still in Peru, it is moved by Commissioner McLaughlin, seconded by Commissioner Oddie, that the Board of Supervisors be asked to pass a resolution requesting the Peruvian government to investigate the matter as the documents are the property of the City and County of San Francisco.

Committee on Branch Libraries

Commissioner Cuddy, for the committee, reports the receipt of the following communications:

(1) From the Ingleside Booster's Club, requesting a permanent branch library building for the Ingleside district.

Placed on file.

(2) From Joseph J. Phillips, Director of Property, informing the Commission that the value of the properties on the corner of Stockton and Filbert Streets was $25,500. for the piece with improvements and $7,000. to $9,000. for the adjoining vacant lot.

Commissioner Oddie, seconded by Commissioner Keenan, moves that the property be purchased at the price outlined in the option, provided the adjoining vacant lot can also be acquired.

Motion carried.

Commissioner Cuddy recommends that in order to provide the additional funds required for the purchase of the sites, the Mayor and the Board of Supervisors be requested to approve a transfer of such funds from the amount set up in the budget for the purchase of books for the Marina and North Beach branch libraries.

Recommendation adopted.

Commissioner Cuddy suggests that owing to the importance of the matter, the three members not in attendance be informed of the action taken and asked to express their opinion on the purchase of the site and the transfer of additional funds from the book appropriation.

It is so ordered.

(3) From L. S. Williams, Assistant Secretary, American Trust Company, requesting that the Library Department surrender the store at #9 Ocean Avenue, now housing the Excelsior branch library, not later than January 1, 1947, as the Bank desires to demolish the building in order to construct a new bank building.

Referred to Committee on Branch Libraries.

(4) From Joseph J. Phillips, informing the Commission that the value of the property on the corner of Pierce and Chestnut Streets was approximately $50,000.

Placed on file.

Commissioner Cuddy reports also that Mr. Eugene Riordan, Assistant Director of Property, had suggested the purchase of a vacant lot on San Juan Avenue, 200 feet from Mission Street, as a site for the branch library in the Excelsior District.

Referred to the Committee on Branch Libraries for investigation and report.

Committee on Building

No report.

Committee on Finance and Audit

On motion of Chairman Shaughnessy seconded by Commissioner Cuddy, the following resolutions are adopted.

Resolution No. 8

Resolved that an interdepartmental Work Order in the amount of $50.00 be issued to cover Workmen's Compensation Benefits for the six-month period from July 1, 1946 to December 31, 1946.

Resolution No. 9

Resolved that the Controller be requested to transfer $12.18 from the Equipment appropriation to the credit of appropriation 514.234.00 to cover the June binding charge.

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Resolution No. 10

Resolved that an interdepartmental Work Order in the amount of $50.00 be issued to cover stationery purchases from the Central Warehouse of the Purchaser of Supplies for the period ending September 30, 1946.

Resolution No. 11

Resolved that the Controller be requested to transfer $36.68 from the Contractual Services appropriation to the credit of Scavenger Service to cover the additional charges over the amount appropriated for the fiscal year 1946-1947, which was an estimate.

On motion of Chairman Shaughnessy, seconded by Commissioner McLaughlin, expenditures for the month of June as follows, are approved:

Permanent Salaries	$22743.88
Temporary Salaries	1313.18
Wages	8201.28
Contractual Services	569.03
Services Station Keepers	45.00
Window Cleaning	255.00
Binding	7858.13
Gas and Electricity	1000.00
Materials and Supplies	91.58
Books, Cards etc.	259.88
Pensions	1150.00
	$43486.96

On motion of Commissioner McLaughlin, seconded by Commissioner Oddie, the appropriation of $20,000. for the purpose of acquiring by eminent domain of land in the Sunset District, is approved.

On motion of Commissioner McLaughlin, seconded by Commissioner Oddie, a resolution authorizing the Director of Property to execute a revocable permit to the Superior Oil Company giving said company the right to construct and maintain two pipe lines and an electrical transmission line across Fuhrman land in Kern County, is approved.

Committee on Public Relations

Chairman Oddie, seconded by Commissioner Lacoste, moves that the Public Relations Committee be authorized to cooperate with the Librarian and his staff in formulation of plans for a Public Library Week, scheduled for the latter part of September, for the purpose of obtaining additional borrowers and an increased library circulation.

Chairman Oddie reports the receipt of the following communications:

From Dean Snodgrass of the Hastings College of Law, requesting the use of the exhibit room for law classes. The Librarian is requested to inform Dean Snodgrass that the Commission cannot allow the use of this room for such a long period of time as it must make these facilities available for other educational and cultural groups of the city.

From the Pan Americanistis Society requesting the use of the Assembly Room for meetings once each week.

Referred to the Committee on Public Relation for investigation and report.

There being no further business, the meeting adjourned.

City Librarian

August 13, 1946.

The postponed monthly meeting of the Commissioners of the San Francisco Public Library held in the Commissioners' Room, Main Library, Civic Center.

The meeting is called to order at 4:00 p.m., President Kemper presiding.

On roll call the following are noted present: Commissioners Cuddy, Graves, Keenan, Kemper, Lacoste, McLaughlin, Mohr, Oddie and Schmulowitz. Absent: Commissioners Politzer and Shaughnessy.

On motion of Commissioner McLaughlin, seconded by Commissioner Cuddy, the minutes of the previous meeting are approved.

The regular order of business is suspended for the purpose of hearing from Dean Snodgrass of the Hastings College of the Law. Dean Snodgrass requests the reconsideration of his request for the use of the Exhibit Room as a classroom by the Hastings College of the Law. He explains that in order to accommodate returning veterans, additional quarters must be found and that the only adequate quarters available in this area are at the Library.

On motion of Commissioner Schmulowitz, seconded by Commissioner Mohr, the action taken at the last meeting is rescinded.

On motion of Commissioner Schmulowitz, seconded by Commissioner Cuddy, the following resolution is adopted:

RESOLVED:

> That the Exhibit Room or Newspaper Room be made available for the ensuing semester to the Hastings College of the Law in pursuance of Section 4 of the act creating the Hastings College of the Law but subject to the authority to do so by a resolution of the Board of Supervisors. Such use of the premises to be limited to morning sessions and subject to such further rules that may be prescribed by the Library Commission.

Committee on Branch Libraries

Chairman Lacoste reports that the Committee had inspected sites for branch libraries in the Excelsior, Potrero, Sunnyside and Crocker-Amazon Districts and recommends that the Director of Property be authorized to negotiate for their purchase. Mr. Eugene Riordan, Assistant Director of Property recommends the allocation of the following amounts in order to enable the Real Estate Department to negotiate for the purchase of these properties:

Excelsior District - Lot 50x100 on San Juan Avenue between Mission and Alemany Boulevard - $4,250.

Potrero District - Lot 50x75 on 20th Street near Connecticut Street $3,500.

Sunnyside District - Lot 50x100 on Monterey Boulevard near Foerster Street $7,500.

Crocker-Amazon District - Lot 50x100 on Geneva Avenue near Paris Street $4,500.

On motion of Commissioner Cuddy, seconded by Commissioner Graves, the Director of Property is authorized to negotiate for the purchase of property on San Juan Avenue, such purchase not to exceed an expenditure of $4,250.

On motion of Commissioner Lacoste, seconded by Commissioner Oddie, the Director of Property is authorized to negotiate for the purchase of the property on 20th Street near Connecticut Street, the purchase price not to exceed $3,500.

On motion of Commissioner Lacoste, seconded by Commissioner Oddie, the Director of Property is authorized to negotiate for

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the purchase of property on Monterey Boulevard near Foerster Street, the purchase price not to exceed $7,500.

On motion of Commissioner Lacoste, seconded by Commissioner Cuddy, the Director of Property is authorized to negotiate for the purchase of the property on Geneva Avenue near Paris Street, the purchase price not to exceed $4,500.

Mr. Riordan informs the Commission that, in his opinion, cost of the property with improvements at Filbert and Stockton Streets, is excessive and that the present day values on this property should decrease considerably within the next five years. Mr. Riordan suggests that he be given a little time in which to canvass the North Beach District and submit a report as to available sites to the Commission for its consideration at the next meeting.

On motion of Commissioner Oddie, seconded by Commissioner Lacoste, the previous action of the Commission approving the purchase of the site at Stockton and Filbert Streets is rescinded and the City Librarian is requested to withdraw the request now pending before the Board of Supervisors for the transfer of funds from the book appropriation to set up the necessary funds for the purchase of this site.

Reports of Special Committees

Chairman Mohr of the Special Committee on the selection of a Secretary, reads the following report:

REPORT OF SPECIAL COMMITTEE ON SELECTION

OF A SECRETARY OF THE LIBRARY COMMISSION

The Library Commission, at its meeting held May 28, 1946, appointed a Special Committee to review applications and submit recommendations as to possible candidates for the position of Secretary to the Library Commission. It was also suggested that the committee present the names of two or more candidates to the Commission for its consideration. The Committee appointed, comprised Commissioners Cuddy, Graves, McLaughlin, Oddie with Commissioner Mohr as chairman.

The Committee first received five applications which had been filed for the position and interviewed four of these applicants. The applicants interviewed were: Mr. Joseph Allen, Mr. Harold Reich, Mr. Daniel E. Sullivan and Mr. Ross Dunleavy. Following the interviews, it was the unanimous opinion of the Committee, including Mr. Schmulowitz, who also was present, that additional applicants should be sought in order to insure that the best qualified persons available might be appointed to the position. The outstanding candidates of those appearing at this meeting, were: Mr. Joseph Allen and Mr. Ross Dunleavy.

To obtain additional applicants, an advertisement was published for three days in the San Francisco Examiner.

In answer to the advertisement, 75 applications were received, of which 46 did not qualify owing to either educational or residential requirements. The 29 applicants who qualified were advised that the position advertised for was that of Secretary to the Library Commission and were sent Civil Service questionaires to fill out. Twenty-one returned the Civil Service form and after further elimination, ten candidates were invited to appear for interview. Of these, Mr. Melvin Scheflin and Mr. Wallace Cameron were selected as the most outstanding candidates.

In order to have the benefit of the opinion of the entire Commission on the selection of a Secretary and in line with the suggestion made that more than two or more candidates be presented to the entire Commission, it was the unanimous opinion of the Committee that the four candidates selected at the two interview sessions be asked to appear at today's meeting. The candidates are as follows:

Mr. Joseph Allen
Mr. Wallace Cameron
Mr. Ross Dunleavy
Mr. Melvin Scheflin

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In conducting the interviews, the Committee attempted to ascertain further information as to the qualifications of the candidates. Emphasis was placed on experience in business administration, accounting, public relations work and personality.

Respectfully submitted,

(Signed) Lucile V. Mohr, Chairman.

The four candidates, Mr. Joseph Allen, Mr. Wallace Cameron, Mr. Ross Dunleavy and Mr. Melvin Scheflin are introduced to the Commission.

On motion of Commissioner Cuddy, seconded by Mr. Oddie, Mr. Cameron and Mr. Dunleavy are eliminated from consideration for the poeition.

Following a discussion of Mr. Allen's and Mr. Scheflin's qualifications for the position, on motion of Commissioner Lacoste, seconded by Commissioner Keenan, Mr. Joseph Allen is appointed Secretary to the Library Commission.

Committee on Finance and Audit

On motion of Commissioner McLaughlin, seconded by Commissioner Oddie, the following resolution is adopted:

Resolution No. 12

Resolved that an additional Interdepartmental Work Order in the amount of $1,500. be issued to cover repairs to the Main Library and branches for the period from July 1, 1946 to September 30, 1946.

On motion of Commissioner Mohr, expenditures for the month of July and estimated expenditures for the month of August, as follow, are approved:

Salaries	$36317.71
Contractual Services	3919.60
Services Station Keepers	45.00
Window Cleaning	160.00
Gas and Electricity	1000.00
Materials and Supplies	2563.49
Books, Cards etc.	9087.48
Pensions	1250.00
Compensation Insurance	50.00
Membership Dues	15.05
Rent	925.00
Services Other Departments	3150.00
	$58483.33

Salaries	$36000.00
Contractual Services	2000.00
Services Station Keepers	45.00
Window Cleaning	80.00
Binding	1000.00
Gas and Electricity	1000.00
Materials and Supplies	500.00
Books, Cards, Bindery Materials	6000.00
Pensions	1250.00
Rent	475.00
Membership Dues	50.00
	$48400.00

Committee on Rules, Administration and Welfare of Employees

Commissioner Mohr, seconded by Commissioner Oddie, recommends that the sum of $400. be appropriated to defray the expenses of the three members of the staff and the Librarian to the California Library Association meeting at Coronado, October 16 to 19, 1946.

Commissioner Mohr, seconded by Commissioner McLaughlin, moves that a new desk be purchased for the Main reading room and installed across the room from the location of the present desk.

Approved.

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Committee on Public Relations

Chairman Oddie recommends that the Public Relations Committee be authorized to assist the Librarian and the staff in conducting a Public Library Weck and that $500. be allocated for printing a revised borrowers information circular and other printed material.

Approved.

There being no further business, the meeting is adjourned.

City Librarian

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September 17, 1946

The postponed monthly meeting of the San Francisco Library Commission, held in the Commissioners' Room, Main Library, Civic Center.

The meeting is called to order at 4:05 p.m., President Kemper presiding.

On roll call the following are noted present: Commissioners Keenan, Kemper, Lacoste, McLaughlin, Mohr, Schmulowitz. Absent: Commissioners Cuddy, Graves, Oddie, Politzer and Shaughnessy.

The minutes of the last regular meeting are approved.

The report of the Secretary is approved and placed on file.

The City Librarian reads a report covering the Library Department activities over the past two months.

Commissioner McLaughlin draws attention to a part of the Librarian's report which stated that Miss Natalie Mayo, Head Children's Librarian, was granted a 9-month leave of absence for the purpose of receiving advanced training in the field of Children's Librarianship at Carnegie Technological Institute's School of Library Science. Commissioner McLaughlin suggests that the Committee on Rules, Administration and Welfare of Employees take up with the Civil Service Commission the possibilities of granting financial aid to library employees who take educational leaves for the purpose of improving their qualifications for their professions. On recommendation of Commissioner McLaughlin, seconded by Commissioner Mohr, the Committee on Rules, Administration and Welfare of Employees is requested to take up with the Civil Service Commission the possibility of granting financial aid to employees who avail themselves of educational leaves to advance in their respective professional field.

The question of making some eliminations in the newspaper subscription list for the Main Library as a step toward the possible abolishment of the Newspaper Room, was discussed. At the suggestion of President Kemper, this matter is referred to the Committee on Books for investigation and report at the next Commission meeting.

Reports of Standing Committees

Committee on Books

Commissioner Schmulowitz of the Committee on Books, reports on the method of book selection used by the Order department of the San Francisco Public Library, which had been called to the attention of the Commission at a previous meeting. Inasmuch as there appeared to be some difference between the procedures of the department and those procedures set up by the Purchasing Ordinance of the City and County Government, Commissioner Schmulowitz recommends that these facts be submitted to the City Attorney for the purpose of gaining an opinion as to the legality of the methods now used.

It is so ordered.

Committee on Branch Libraries

Chairman Lacoste for the Committee, recommends the approval of a resolution authorizing the Director of Property to purchase, on behalf of the Library Commission, two parcels of property in the Sunnyside and Potrero Districts for the construction of Branch Libraries. The cost of such sites to be $5,050. for the property on Monterey Boulevard near Foerster Street and $3,200. for the two parcels of property on 20th Street between Connecticut and Missouri. On motion of Commissioner Keenan, seconded by Commissioner Lacoste, the recommendation is approved. Commissioner Lacoste reports that the Director of Property is still surveying the possible available land in the North Beach and Marina districts and also that, as yet, he has been unable to acquire commitments from the owners of property in the Crocker-Amazon and Excelsior districts. Commissioner Schmulowitz informs the Commission that he had examined the communication of Mr. Riordan, Assistant Director of Property, which outlined the original grant of the Washington Square to the City and County of San Francisco, and that he had

prepared a list of citations which he believed would support the use of a portion of the Square for public library purposes. On motion of Commissioner Schmulowitz, seconded by Commissioner Keenan, the Chair is requested to appoint a Committee to wait upon the Park Commission for the purpose of discussing the possibility of making available a portion of Washington Square Park for a Branch public library.

Committee on Building

No report.

Committee on Finance and Audit

On motion of Commissioner Schmulowitz, seconded by Commissioner Mohr, expenditures for the month of August and estimated expenditures for the month of September as follows, are approved:

Salaries	$39095.68
Contractual Services	400.00
Services Station Keepers	45.00
Window Cleaning	246.50
Gas and Electricity	1000.00
Materials and Supplies	1400.00
Books, Cards etc.	9025.00
Pensions	1250.00
Rent	415.00
Services Other Departments	1500.00
	$54377.18

Salaries	$36000.00
Contractual Services	600.00
Services Station Keepers	45.00
Window Cleaning	80.00
Gas and Electricity	1000.00
Materials and Supplies	500.00
Books, Cards, Bindery Materials	9000.00
Pensions	1250.00
Rent	505.00
Services Other Departments	4150.00
	$53130.00

On motion of Commissioner Schmulowitz, seconded by Commissioner Lacoste, the following resolutions are adopted:

Resolution No. 13

Resolved that an additional work order in the amount of $500.00 be issued to cover additional repairs to the Main Library and branches for the period from July 1, 1946 to September 30, 1946.

Resolution No. 14

Resolved that the Controller be requested to allot $1500.00 in the Materials and Supplies appropriation to provide sufficient funds to cover the normal purchases of the Library for the balance of the quarter ending September 30, 1946.

Resolution No. 15

Resolved that an Interdepartmental Work Order in the amount of $6,000.00 be issued to cover repairs to the Main Library and branches for the period from October 1, 1946 to December 31, 1946.

Resolution No. 16

Resolved that an Interdepartmental Work Order in the amount of $150.00 be issued to cover repairs to automotive equipment for the period from October 1, 1946 to December 31, 1946.

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Resolution No. 17

Resolved that the Controller be requested to allot $1,500.00 in the Equipment appropriation 614.400.00 to provide funds to purchase necessary equipment which is available at the present time.

Resolution No. 18

Resolved that an additional work order in the amount of $50.00 be issued to cover additional repairs to automotive equipment for the period from July 1, 1946 to September 30, 1946.

Committee on Public Relations

No report.

Committee on Rules, Administration and Welfare of Employees

The City Librarian reports on the reclassification of certain positions in the Library Service and requests that a communication be addressed to the Civil Service Commission requesting their immediate investigation of the classification plan of the San Francisco Public Library, to the end of reclassifying certain positions in the Reference, Catalog and Order departments of the Library. Because of the urgency of presenting this request to the Civil Service Commission within the next 30 days, on motion of Commissioner McLaughlin seconded by Commissioner Mohr, the matter is referred to the Committee on Rules, Administration and Welfare of Employees, with power to act.

Commissioner Schmulowitz requests to be excused and retires.

The City Librarian reports that he had received several communications from various Library Schools and from the American Library Association, in connection with the proposed survey of the San Francisco Public Library. On recommendation of Commissioner McLaughlin, the Chair is requested to appoint a special committee to review the letters and to make recommendations to the Commission for its consideration at the next meeting.

New Business

None.

Communications.

The City Librarian reports receipt of a communication from Joseph J. Phillips, Director of Property, reporting on the production of oil wells in certain properties in Kern County which are under the joint trusteeship of the Park and Library Commissions. It is recommended that copies of this communication be prepared and sent to each Commissioner for his review.

The City Librarian recommends that the following method of selection for sending three staff members to the California Library Association convention to be held in Coronado October 16-19, 1946, be approved:

That the Chairman of the Executive Committee, Miss Irma Andreasen and Miss Harriet Collopy, member of the Professional Committee who is on the program at Coronado, be appointed and that the third member to be selected by a vote of the professional employees of the Staff Association. The method of selection is concurred in by those present.

There being no further business, the meeting is adjourned.

Joseph J. Allen
Secretary

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October 8, 1946

The postponed monthly meeting of the San Francisco Public Library Commission is held in the Commissioners' Room, Main Library, Civic Center. Meeting is called to order at 4:00 p.m., in the absence of President Kemper, First-Vice President Cuddy presiding.

On roll call, the following are noted present: Commissioners Cuddy, Graves, Keenan, McLaughlin, Mohr, Oddie and Schmulowitz. Absent: Commissioners Kemper, Lacoste, Politzer and Shaughnessy.

Regular order of business is suspended for the purpose of hearing from Mrs. Kulcher, President of the San Francisco Junior League, in reference to placing books in the San Francisco hospitals, principally the City and County and Children's Hospitals.

On motion of Commissioner McLaughlin, seconded by Co mmissioner Mohr, this matter is referred to the Book Committee and that they in turn meet with the Librarian and representatives of the Junior League and then report to the Commission.

The regular order of business is resumed.

The minutes of the last meeting are read and approved.

The Secretary's report is approved and placed on file.

The City Librarian reads a report covering the Library's activities over the past month.

COMMITTEE ON BOOKS

City Librarian reports that the Procurement Procedure Ordinance covering the purchase of all materials and supplies has been approved by the City Attorney, now in the hands of the Chief Administrative Officer and will be presented to the Finance Committee in approximately three weeks.

City Librarian reports that a questionnaire was sent out to the prominent libraries throughout the country regarding their newspaper room, amount of subscriptions and method of operation. He reports that several replies have been received and that this matter will be taken up at the next regular meeting of the Commission as to determining the amount of subscriptions to be retained by the Library and to set policy regarding the Newspaper Room.

Motion was made by Commissioner McLaughlin, seconded by Commissioner Mohr to have the Book Committee meet with the City Librarian with power to act regarding the reduction of amount of newspapers for the subsequent year.

COMMITTEE ON BRANCH LIBRARIES

City Librarian reports that Director of Property was unable to conclude a satisfactory arrangement with the owner of a lot situated in the Crocker-Amazon District. Motion by Commissioner Schmulowitz seconded by Commissioner Keenan that the Library Commission authorize the instituting of condemnation proceedings and gives assent to the following resolution:

AUTHORIZINC ACQUISITION BY EMINENT DOMAIN PROCEEDINGS
OF CERTAIN REAL PROPERTY REQUIRED FOR A BRANCH LIBRARY SITE

RESOLVED, That public interest and necessity require the acquisition by the City and County of San Francisco, a municipal corporation, of the following described real property situated in the City and County of San Francisco, State of California:

Commencing at a point on the northeasterly line of Ceneva Avenue, distant thereon 75.337 feet southeasterly from the southeasterly line of Paris Street; running thence southeasterly along said northeasterly line of Geneva Avenue 50 feet; thence at a right angle northeasterly 100 feet; thence at a right angle northwesterly 50 feet; thence at a right angle southwesterly 100 feet to the point of commencement.
Being a portion of Crocker Amazon Tract Block 7.

BE IT FURTHER RESOLVED, That said land is suitable, adaptable, necessary and required for the public use of said City and County of San Francisco, to wit: For Public Library purposes.

The City Attorney ie hereby authorized and directed to commence proceedinge in eminent domain againet the ownere of eaid real property and any and all intereste therein or claime thereto for the condemnation thereof for the public use of the City and County of San Francisco as aforeeaid.

The coet of eaid real property ehall be paid from Appropriation No. 614.600.00 in an amount not to exceed $4,500.00, unlees an additional authorization ie secured.

On motion of Commiseioner Mohr, eeconded by Commissioner Graves, the City Librarian is requeeted to notify the Director of Property to negotiate the purchase of a eite in the Excelsior District on Russia Avenue near Mission Street for a branch library at a price not to exceed $5,000.00.

Approved.

The Branch Library Committee recommends that a site on the north-east corner of Bernal Cut and Diamond Street in the Glen Park District be obtained. As no funds are available for purchase of this site and as the site is under the jurisdiction of the Water Department, it is recommended that the Director of Property and the Water Department hold in abeyance, sale of this land pending further action by the Library Commiesion.

COMMITTEE ON BUILDINGS

Commissioner Mohr brought up the subject regarding shrubbery and suggests that Librarian Clarke confer with Park Commission relative to planting shrubbery along the south side of the Main Library. Commissioner Mohr also suggests that the coping on the west and south side of the Main Library be eliminated and that an estimate be obtained for said work.

Commissioner Oddie requests to be excueed and retires.

COMMITTEE ON FINANCE AND AUDIT

On motion of Commissioner McLaughlin, seconded by Commissioner Keenan, expenditures for the month of September and estimated expenditures for the month of October as follows are approved:

Salaries	$37472.09
Contractual Services	763.87
Services Station Keepers	45.00
Window Cleaning	80.00
Gas and Electricity	900.00
Materials and Supplies	319.38
Books, Cards etc.	7393.67
Pensions	1250.00
Membership dues	35.95
Rent	505.00
Services Other Departments	550.00
	$49802.66

Salaries	$36000.00
Contractual Services	600.00
Services Station Keepers	45.00
Window Cleaning	80.00
Gas and Electricity	1000.00
Materials and Supplies	500.00
Equipment	400.00
Books, Cards etc.	5000.00
Pensions	1250.00
Services Other Departments	6150.00
	$51025.00

COMMITTEE ON RULES, ADMINISTRATION AND WELFARE OF EMPLOYEES

Commissioner McLaughlin reports on re-classification in existing positions in the Reference, Catalog and Order Departments and suggests that formal report to Mr. Henderson be included in the minutes. Commissioner ~~Shaughnessy~~ Shmitz dissented as he felt that re-classification should await the over all survey of the Library Department.

4 October 1946

The Honorable Civil Service Commission
Room 151, City Hall
San Francisco, California

Gentlemen:

On 8 August 1945 the Library Commiesion recommended to the Civil Service Commiesion reclassifications of certain positions in the Library Department.

Following the submission of these recommendations a joint meeting of both Commissions wae held in the commissioners' room for the purpose of discussing the recommendations laid down. At that time the Civil Service Commiesion agreed with the Library Commission that it seemed highly advisable to reorganize the Library Department along the lines originally projected by the Civil Service Commission early in 1942, but that reclassification of the Library positione should not be undertaken until after the Civil Service Commission ehould complete its study of the Library Department, ae authorized by the Board of Supervisors.

However, conditione about to take place in several departments of the Library, and particularly the Reference Division, have now prompted the Library Commission to request that the Civil Service Commission give consideration to the immediate reclassification of certain Library positions.

In addition to the Reference Division, reclassification of positions in the Catalog and Order Divisione is also recommended for reasons similar to those outlined below relative to the positions in the Reference Divieion.

All personnel of the Reference Division, with the exception of the Head and Senior Librarians, are X42 Librarians, the lowest possible classification; and all are subject to call as vacancies occur throughout the system. They are forced to leave the Reference Division in order to accept promotion and subsequent raises in salary, and are often assigned to fill posts where they will perform duties of a minor nature and not commensurate with the work for which they were being trained while in the Reference Divieion.

The urgency of the need for immediate reclassification of positions in the Reference, Catalog and Order Divisions of the Library has been emphasized over the past few months owing to the many vacancies which have occurred in our professional staff. This will result in promotional examinations being held by the Civil Service Commission in the very near future for the position of Senior Librarian. The Library at present has nine employees on duty who will be eligible to participate in this promotional examination, four of whom are in our Reference staff, and two from the Catalog staff.

As four vacancies now exist in the Senior Librarian classification, in all probability the staff of the Reference and Catalog Divieione will be depleted by these examinations, and of necessity the posts will be manned by limited-tenure personnel lacking education, experience and technical knowledge of library science.

The Reference Division, as you are no doubt aware, is the most important public service department of the Library, performing skilled research for the general public. The Catalog and Order Divisions, to render efficient service, likewise must be manned by staff members possessing a thorough knowledge of the technical processes of cataloging, classifying and selecting books. Even with its present staff of X-42 Librarians who have limited experience only, these Divisions have received criticism from the general public because of their diminishing efficiency, which has resulted since 1942 when the Library employees became subject to the Civil Service provisions of the City Charter. If the Department, through reclassification, cannot maintain experienced personnel, this criticism will increase and will be directed not only against the services of the Library, but also the Civil Service Commission of the City and County of San Francisco.

In order to provide adequate eervice to the public, thie matter is being placed before the Civil Service Commission with the urgent request that it receive immediate consideration.

The Library Commission aleo wishes to call attention to the reclassification recommendations forwarded on 8 August, 1945, wherein the following changes in claesification were recommended:

One B-423 Aesistant to City Librarian, to X-20 Head Librarian:

Ten B-210 Office Aesietants, to the X classification Library Assistants;

One B-222 Ceneral Clerk, to Newspaper Attendant; and

One X-20 Head Librarian, to Head Catalog Librarian.

It ie desired to make one change in the reclassifications recommended at that time. This change is in the reclassification of the B-210 Office Assistants. Heretofore the Library Commission had desired that these positions be reclaesified to "Library Assistant, " but recent study has revealed that the duties of five of the positions involve approximately 75% typing; it is impossible to secure personnel able to type from the "Office Assistant" register, and the Library has found it necessary to teach certified Office Assietants to type; - a slow process resulting in poor efficiency and a steadily increasing backlog of work within the Library. It is therefore requested that five of these positions be reclassified as "Ceneral Clerk-Typist" instead of Library Assistant as originally proposed.

The Library Commission will be very glad to meet with the Civil Service Commission to discuss these matters in further detail if it is so desired. However, due to the exigencies of the situation and the importance of the matter involved, it is desired that the Civil Service Commission give immediate action on the request outlined above.

Yours very truly,

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

John Cuddy
1st Vice President

COMMITTEE ON SURVEY

Commissioner Graves submits the following progress report of the special committee appointed in connection with the survey of the San Francisco Public Library. The findings of the Committee are as follows:

1. Survey by the American Library Association would probably have a wider scope than necessary for our purpose.

2. That other letters received suggested consultation with Mr. Joekel of the University of California. While all members of the Commission present agreed that they wanted no such monumental survey, they could not be sure that the whole Commission would not be of like mind.

3. It was suggested that the Librarian and the Chairman of the Committee draw up a list of subjects that might be discussed before the consultation with Mr. Joeckel.

COMMUNICATIONS

From Book Club of California expressing interest in recent lecture on Bret Harte, and offering to cooperate with the Library in planning lectures and exhibits during the year. Motion of Commissioner Mohr seconded by

In order to provide adequate eervice to the public, thie matter ie being placed before the Civil Service Commission with the urgent request that it receive immediate consideration.

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One B-423 Aeeistant to City Librarian, to X-20 Head Librarian:

Ten B-210 Office Aesistants, to the X classification Library Aeastants;

One B-222 General Clerk, to Newspaper Attendant; and

One X-20 Head Librarian, to Head Catalog Librarian.

It ie desired to make one change in the reclassifications recommended at that time. This change is in the reclassification of the B-210 Office Aesistants. Heretofore the Library Commission had desired that these positions be reclaesified to "Library Assistant, " but recent study has revealed that the duties of five of the positions involve approximately 75% typing; it is impossible to secure personnel able to type from the "Office Assistant" register, and the Library has found it necessary to teach certified Office Assietants to type; - a slow process resulting in poor efficiency and a steadily increasing backlog of work within the Library. It is therefore requested that five of these positions be reclassified as "General Clerk-Typist" instead of Library Assistant as originally propoeed.

The Library Commission will be very glad to meet with the Civil Service Commission to discuss these matters in further detail if it is so desired. However, due to the exigencies of the situation and the importance of the matter involved, it is desired that the Civil Service Commission give immediate action on the request outlined above.

Yours very truly,

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

John Cuddy
1st Vice President

COMMITTEE ON SURVEY

Commissioner Graves submits the following progress report of the special committee appointed in connection with the survey of the San Francisco Public Library. The findings of the Committee are as follows:

1. Survey by the American Library Association would probably have a wider scope than necessary for our purpose.

2. That other letters received suggested consultation with Mr. Joekel of the University of California. While all members of the Commission present agreed that they wanted no such monumental survey, they could not be sure that the whole Commission would not be of like mind.

3. It was suggested that the Librarian and the Chairman of the Committee draw up a list of subjects that might be discussed before the consultation with Mr. Joeckel.

COMMUNICATIONS

From Book Club of California expressing interest in recent lecture on Bret Harte, and offering to cooperate with the Library in planning lectures and exhibits during the year. Motion of Commissioner Mohr seconded by

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Commissioner Keenan to accept offer of Book Club of California.

From San Francisco Women's Chamber of Commerce with reference to luncheon to be given at the Palace Hotel.

Placed on file.

From Roger Deas, Secretary of the Planning Commission in connection with Public Library Week.

Placed on file.

From A. M. Falconer, Ridgepoint War Bwelling, thanking the Library Commission for establishing a station at Ridgepoint.

Placed on file.

From Mr. J. Bayle, Secretary Allied Printing Trades Union, requesting the Library Department to place union labels on all its printing. On motion of Commissioner Mohr seconded by Commissioner McLaughlin, this letter to be laid over until next regular meeting.

From Michel Weill, President of the City Planning Commission expressing appreciation for cooperation of Library Commission, Board of Education and City Planning Commission in bringing to satisfactory culmination the Sunset Development Project.

Placed on file.

From Commissioner Schmulowitz regarding policy of censorship. Commissioner McLaughlin requests that a copy of letter be transcribed and forwarded to each Commissioner for their review and subject to be discussed at next regular meeting of the Library Commission.

There being no further business, the meeting adjourned.

Secretary

November 12, 1946

Proceedinge of the Board of Library Commiesionere, which convened at Four O'clock P.M., in the Commissionere' Room, of the mein San Francisco Public Library, Civic Center, on Tueeday, 12 November 1946.

The meeting ie called to order at 4:00 P.M. by 1st Vice-President Cuddy, presiding in the ebsence of President Kemper. On roll call the following are noted preeent: Commissioners Cuddy, Gravee, Keenan, Lacoste, McLaughlin, Mohr, Oddie, Schmulowitz and Shaughnessy. Absent were Commissionere Kemper and Politzer.

The minutes of the October meeting, ae amended, are approved.

Report of the Secretery ie epproved and placed on file.

Reports of Standing Committeee

Committee on Books

In accord with the motion made in the October meeting, Chairman Gravee reports that the Committee on Books approved the elimination of certain newspapers from the Library's subscription list pending a survey of the Library when a philosophy or basis other than usage and demand should be established.

The Secretary reads Resolution No. 5938, Board of Supervisors, adopted October 24, 1946 and approved by His Honor, Roger D. Lapham, requesting the Library Commission to prepare a bibliography on all materials on the U.S.S. San Francisco.

On motion of Commissioner Cuddy, it is recommended that the Board of Supervisors be informed that in accord with their Resolution, the Library is proceeding along these lines. On motion of Commissioner Cuddy, seconded by Commissioner Schmulowitz, said resolution is ordered spread upon the minutes.

Resolution No. 5938
(Series of 1939)

WHEREAS, In the course of the war against Japan recently concluded there was fought on November 12th to the 15th, 1942, the famous and now historic Battle of the Solomons, in which the U.S.S. San Francisco participated with honor and distinction; and

WHEREAS, The heroic record of the U.S.S. San Francisco in the said battle has brought just and enduring fame to its daring and courageous commander, Rear Admiral Daniel Judson Calleghan, and also to its gallant and equally courageous crew; and

WHEREAS, This historic event has made its contribution toward establishing the name of San Francisco as a symbol of and an inspiration for courage, determination, fortitude, and success in a struggle against great odds and almost insurmountable handiceps; and

WHEREAS, It is fitting that the people of the City and County of San Francisco should undertake a worthy program to preserve the glorious memory of the B.S.S. San Francisco, and the events in which she participated; now, therefore, be it

RESOLVED, That in addition to such other fitting memorial as may be determined upon by the people of the City and County of San Francisco, the Library Commission of the City and County of San Francisco be requested to assemble at the main library in the Civic Center as complete a bibliography as may be possible to obtain, from official government sources, the public prints and from private persons, including members of the crew, and the officers of the U.S.S. San Francisco, with particular emphasis upon its participation in the Battle of the Solomons, and including biographies of the officers and crew members, and such additional personal letters and narratives from members of the crew, the officers, and other reliable sources as may enable future historians and research students to assemble in a comprehensive and dependeble manner all of the fects and incidents relating to the historic event aforementioned.

Adopted, Board of Supervisors, San Francisco, October 21, 1946.

Ayes: Supervisors Christopher, Colman, Gallagher, Lewis, MacPhee, Mancuseo, McMurray, Mead, J. Joseph Sullivan. Absent: Supervisors Meyer, John J. Sullivan

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I hereby certify that the foregoing reeolution was adopted by the Board of Supervisors of the City and County of San Francisco.

John R. McCrath, Acting Clerk.
Approved, San Francisco, October 24, 1946.

R. D. Lapham, Mayor

October 26-1t

Chairman Craves reads report of meeting held with the San Francisco Junior League in connection with the establishment of a Bookmobile at the City Hospital snd that the Committee had delayed final action on thie matter pending æceipt of sn opinion as to its legality from the City Attorney. The Secretary æports that he hss received only a verbal opinion on this matter from the City Attorney. Commissioner Schmulowitz, seconded by Commissioner Mohr, recommends the City Attorney be requested to prepare an opinion in writing as to the legality of estsblishing a Library in the San Francisco Hospital.

Chsirman Lacoste reads letter from Mrs. Anna Lindsay, President, Fairmont Improvement Association, requesting the establishment in the Fairmont District of a Branch Library.

On recommendation of Commissioner Lacoste, the Secretary is instructed to communicate with Mrs. Lindsay, inform her that the site she mentions in her letter is on a street right-of-way, and negotiations are in prospect for a transfer of City property in the Clen Park District, closely adjoining Fairmont ares, which will also serve the Fairmont District.

The City Librarian reports receipt of communication from Mr. J. J. Phillips, Director of Property, stating that he had requested the Public Utilities Commission to hold up sale of Water Department property on Diamond Street near the Bernal Cut, because the Library desired this site for a branch library. The City Librarian informs the Commission that in order to transfer said property, a letter to the Mayor requesting the transfer of site from the Water Department, under the provisions of Part 1, Sec. 158-63, Municipal Code, is necessary, such transfer to be made when and if funds become available.

On motion of Commissioner McLaughlin, seconded by Commissioner Mohr, the Secretary is hereby instructed to prepare the necessary communication.

Commissioner Cuddy reports on a meeting that he and Commissioner Schmulowitz had with Mr. Lloyd E. Wilson, President of the Park Commission in connection with using a portion of Washington Square as a site for a Branch Library. Commissioner Cuddy states that Mr. Wileon was very favorable to the suggestion regarding the use of this property for library purposes, providing satisfactory arrangements are agreed upon between the two Commissions.

On recommendation of Commissioner Cuddy, the City Librarian is instructed to contact the City Planning Commission and prepare the preliminary artist's sketch as to the location of the Library on the Square, prior to another meeting with Mr. Wilson.

It is so ordered.

COMMITTEE ON BUILDINGS

Chairman Mohr elaborates on a report of Commissioner Lacoste on the condition of our Branch Library buildings and the necessity of making repairs and renovations in the next fiscal year. As funds must be included in our budget to be submitted to His Honor, Mayor Lapham, beginning February 1, 1947, Commissioner Cuddy recommends that the Branch and Building Committees complete their survey on repsirs and submit estimated cost to the Commission for inclusion in the Budget, and further suggests that other Committees likewise submit any budgetary matters pertsining to their respective committees by the January meeting.

COMMITTEE ON FINANCE AND AUDIT

On motion of Commissioner Shaughnessy, seconded by Commissioner Lacoste, the following resolutions are adopted:

Resolution No. 17

Resolved that the Controller be requested to transfer the amount of $72.10 from the Services of Station Keepers, appropriation 614.200.75 to the credit of Automobile Insurance appropriation 614.813.00 to cover the excess of charges on the premium for Automobile Insurance for the year ending October 28, 1947 over the amount budgeted for 1946-1947.

NOV 12'46

Resolution No. 18

Resolved that the Controller be requested to allot the sum of $2500.00 to the credit of the Equipment Appropriation, #614.400.00 to cover purchases of equipment which is now available, specifically fluorescent lighting fixtures for the Main Library.

Resolution No. 19

Resolved that an additional Interdepartmental Work Order be issued to the Retirement Syetem for charges for Workmen'e Compensation Benefits for $50.00 for the period from July 1, 1946 to December 31, 1946.

On motion of Commissioner Shaughnessy, eeconded by Commissioner Lacoste, expenditures for the month of October and estimated expenditures for the month of November, as follows, are approved:

Salaries	$36764.59
Contractual Services	1450.00
Services Station Keepers	30.00
Window Cleaning	80.00
Gas and Electricity	900.00
Materials and Supplies	800.00
Books, Cards etc.	7800.00
Equipment	3600.00
Pensions	1250.00
Compensation Insurance	50.00
Membership dues	100.00
Automobile Insurance	252.10
Rent	475.00
Services Other Departments	6150.00
	$59701.69

Salaries	$36000.00
Contractual Services	6500.00
Services Station Keepers	30.00
Window Cleaning	80.00
Binding	5847.49
Gas and Electricity	1000.00
Materials and Supplies	500.00
Books, Cards, etc.	7000.00
Pensions	1250.00
	$58207.49

COMMITTEE ON PUBLIC RELATIONS

Chairman Oddie congratulates the Librarian, Secretary and the entire staff on the excellent work performed on publicity during Library Week. Chairman Oddie likewise reports on radio programs and states that his Committee will make further study of this matter.

Chairman Oddie reports that Miss Estelle Carpenter of the California Federation of Music Clubs has requested the use of the Assembly Room for the purpose of holding a bazaar for raising money to purchase musical instruments for boys in various military hospitals in the Bay Area.

On motion of Commissioner McLaughlin, seconded by Commissioner Lacoste, the Secretary is instructed to inform Miss Carpenter that although for a very worthy cause, the Commission must deny her request as the policy of the Commission does not permit use of the room for money-raising purposes.

COMMITTEE ON RULES, ADMINISTRATION AND WELFAREOF EMPLOYEES

No report.

REPORT OF SPECIAL COMMITTEES

Commissioner Graves, Chairman of Survey Committee, refers to questionnaire which he prepared and transmitted to each Commissioner for their review and further suggestion. Inasmuch as the Commission had not approved the taking of a survey, Commissioner Shaughnessy, seconded by Commissioner Oddie, moves that an administrative and fun ctional survey be undertaken.

It is so approved.

NOV 12'46

Commissioner Gravee moves, eeconded by Commissioner Mohr, that the Committee on Survey arrange an interview with Dr. C. V. Joeckel to ascertain his availability and, if available, an approximate coet of said survey.

Commissioner Shaughnessy refers to action taken by the Commission regarding Duplicats Pay plan at meeting of June 4, 1946. In connection therewith no further rsport has been submitted. Commissioner Shaughnessy requeste that a report be made to the Commission at its next regular meeting.

The subject of the censorship of books laid over from the October meeting is brought up for discuesion.

Commission McLaughlin moves, seconded by Commissioner Mohr, that the subject of ceneorship shall be the first order of business at the next regular meeting of the Commission.

There being no further business, the meeting is adjourned.

Secretary

NOV 12'46

December 3, 1946

Proceedings of the Board of Library Commiesionere which convened at 4:00 pm. in the Commissioners' Room of the Main Public Library, Civic Center, San Francieco on Tuesday, December 3, 1946.

Meeting is called to order at 4:00 pm. by firet vice-president Cuddy, presiding in the absence of President Kemper.

On Roll Call, the following are noted present: Commissioners Cuddy, Craves, Keenan, Lacoste, McLaughlin, Mohr, Oddie and Schmulowitz. Absent: Commissioners Kemper, Politzer and Shaughnessy.

The minutes of the November meeting are approved.

Report of the Secretary is approved and placed on file.

The City Librarian requests that his report be sent to all Commissionere for their information.

The City Librarian also requests that the Library Commission authorize expenditure of $15,000 of the Book Fund Appropriation set aside for the North Beach Branch, be converted for the purchase of books for the general collection owing to increased cost and circulation. And, further, a communication be addressed to His Honor, Mayor Roger D. Lapham, informing him of this action and requesting his approval.

On motion of Commissioner Schmulowitz, seconded by Commissioner Mohr, it ie so ordered.

The City Librarian informs the Commission that the budget for 1947-1948, must be filed with the Controller not later than February 1, 1947. In order to have sufficient time to prepare the budget document, a special meeting of the Commissioners should be called at the earliest possible date for consideration of budget requests.

The Chair designates December 17, at 3:00 pm., in the Commissioners' Room, of the Public Library for a special meeting for review of budget requirements.

The City Librarian refers to a conversation with Mabel P. Cillis, State Librarian, concerning financial aid from the State for the wing of the Main Library, and it was suggested that a committee of Commissioners meet with Mr. Dean, Director of Finance, to discuss this subject.

Commissioner McLaughlin motions that the Chair appoint two members of the Library Commission, with the Librarian and the Secretary to meet with Mr. Donald Cleary, legislative representative of the City and County of San Francisco, for the purpose of discussing state aid and advisability of meeting with Mr. Dean, Director of Finance.

The City Librarian informs the Commission that the city officials have in preparation a bond issue amendment to finance capital improvements for various city departments and recommends that the Library Commission investigate the possibility of including capital improvements in this bond issue.

On motion of Commissioner Oddie, seconded by Commissioner McLaughlin, the Secretary is hereby instructed to contact Adrian Falk, Chairman of the Mayor's Post-War Planning Committee to ascertain if the Library Department's capital improvement program is to be included in the bond issue.

REPORT OF STANDINC COMMITTEES

COMMITTEE ON BOOKS

Chairman Craves refers to the possibility of acquiring a Californiana item for the Phelan Memorial Collection, a manuscript of Henry Miller.

On motion of Commissioner Oddie, seconded by Commissioner Lacoste, the purchase of one manuscript, to be selected by the Book Committee and purchased from the Phelan Memorial funds, is authorized.

COMMITTEE ON BRANCH LIBRARIES

Chairman Lacoste reads a communication from the Department of Public Health, requesting the use of part of the Library building in the new Sunset Development Project as a Health Center.

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Chairman Lacoste recommends that the request of the Department of Public Health be denied, as the Library itself will have to utilize the lower floor of the Library building for its general reading roome, and the Commieeion already had developed its plans of the building to an extent that would preclude the addition of a Heelth Center. It is recommended that the secretary draft a communication to Dr. Geiger, Director of Public Health, informing him that the Commission regrets that it cannot grant their request and outlining the reasons as mentioned above for thie denial; and further, that the Secretary call personally upon Dr. Geiger to present the letter of the Library Commission.

Commissioner Lacoste reade a communication from Mrs. Cerald DeGraf, San Francisco Second District P.T.A., in connection with the establishment of a Branch Library in the Fairmont District.

On recommendation of Chairman Lacoste, the Secretary is instructed to inform Mrs. DeCraf that the Commission had already surveyed the property recommended for the site for a Branch Library in the Fairmont District and found it to be unsuitable for Library purposes; and further the Commission already has initiated the necessary proceedings for the acquisition of a site for a Branch Library at the corner of Bernal Cut and Diamond Street, which it feels will also adequately serve the residente of the Fairmont District.

It is reported further that in connection with the conference with the Park Commission concerning the use of park area at Washington Square for the construction of a Branch Library in the North Beach District, the City Planning Commission on Wednesday will examine the propoeed site and prepare the necessary preliminary sketch for use in a further conference between the Committee of the Library Commission and the Park Commiesion.

COMMITTEE ON BUILDINGS

Chairman Mohr, for the joint committees on Branch Libraries and Buildings, reports that a careful study of necessary improvements at the Branch Libraries and Main building had been conducted over the past two weeks and refers to an itemized report which the Secretary had prepared, giving estimates for construction, renovations etc., which she recommends be transcribed and forwarded to each Commissioner for their review, with the prospect of including the amounts as outlined in the budget document for the next fiscal year. It is so ordered.

COMMITTEE ON FINANCE AND AUDIT

The Secretary for the Committee reads the following resolutions for adoption.

Resolution No. 20

Resolved that the Controller be requested to allot the sum of $3557.04 to the credit of the Contractual Services Appropriation 614.200.00 to cover the purchase of Newspapers and Periodicals which are now due and payable.

Resolution No. 21

Resolved that the Controller be requested to allot the sum of $903.55 to the credit of the Material and Supplies Appropriation 614.300.00 to cover necessary purchases of Material and Supplies for the current quarter ending December 31, 1946.

Resolution No. 22

Resolved that an additional work order in the amount of $800.00 be issued to cover additional repairs to the Main Library and branches for the period from October 1, 1946 to December 31, 1946.

Resolution No. 23

Resolved that an Interdepartmental Work Order in the amount of $3,000.00 be issued to cover repairs to the Main Library and branches for the quarter from January 1, 1947 to March 31, 1947.

Resolution No. 24

Resolved that an Interdepartmental Work Order in the amount of $150.00 be issued to cover repairs to automotive equipment for the quarter from January 1, 1947 to March 31, 1947.

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Resolution No. 25

Resolved that an Interdepartmental Work Order in the amount of $50.00 be issued to cover Workmen's Compensetion benefits for the six-month period from January 1, 1947 to June 30, 1947.

Reeolution No. 26

Resolved that an Interdepartmental Work Order in the amount of $10.00 be issued to cover Photostating charges for the period ending June 30, 1947.

On motion of Commissioner Schmulowitz, seconded by Commissioner Mohr, the resolutione are adopted:

The Secretary refers to the report giving the expenditures for the month of November and the estimated expenditures for December and recommends their approval by the Commission.

On motion of Commiesioner Schmulowitz, seconded by Commissioner Keenan, the expenditures for November and the estimated expenditures for December, as follows, are approved:

Salaries	$36537.30
Contractual Services	7325.31
Services Station Keepers	30.00
Window Cleaning	246.50
Binding	5993.67
Gas and Electricity	900.00
Material and Supplies	1250.00
Books, Cards etc.	5900.00
Equipment	350.00
Pensions	1250.00
Membership dues	25.00
Fidelity Insurance	50.00
Rent	475.00
Services Other Departments	800.00
	$61132.78

Salaries	$36000.00
Contractual Services	500.00
Services Station Keepers	30.00
Window Cleaning	80.00
Binding	6000.00
Gas and Electricity	1000.00
Material and Supplies	500.00
Books, Cards etc.	5000.00
Peneions	1250.00
	$50360.00

COMMITTEE ON PUBLIC RELATIONS

Commissioner Oddie reports that he had made a survey of the Library bulletin boards and counter materials not ordered through general book purchasing channels and recommended the establishment by the Public Relations Committee of a general policy to be followed by the Library executives in connection with the acquisition of such materials; and further, that the Public Relations Committee draft a set of rules for the guidance of the Librarian and Secretary. Commissioner Schmulowitz recommends that the Commission declare a definite policy as to the use of bulletin boards, assembly halls, and the acquisition of other pamphlets and materials and that the codification of this policy and rules be referred to the Public Relations Committee for further study and report. It is so ordered.

COMMITTEE ON RULES, ADMINISTRATION AND WELFARE OF EMPLOYEES

No report.

REPORTS OF SPECIAL COMMITTEES

Chairman Graves, for the special Committee on Survey, reads a report aovering the activities of the Committee in its conference with Dr. C. B. Joeckel of the University of California School of Library Science and reads a communication from Dr. Joeckel in which he recommends an extensive and overall survey of the San Francisco Public Library be conducted under the direction of the School of Librarianship of the University of California, at a cost of between $7,000 and $10,000.

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Commiseioner Schmulowitz adds to thie report the fact that the Committee had discussed the possibility of obtaining some funde to cover the expenees of such a survey from the Rossborough, Haines or Carnegie foundations, which sum would be used for the purpose of matching a eimilar amount to be expended in the budget for the next fiscal year.

On motion of Commiesioner Schmulowitz, the Secretary is directed to draft a communication , for signature by the Committee Chairman, to Dr. Joeckel and Dean J. Periam Danton of the University of California School of Library Science, thanking them for their interest in the survey queetion and stating that further contact will be made with them when funds are made available; and the Commiesion further recommende that the report of the Committee be approved and the necessary funds be included in the budget for the next fiscal year. It is recommended also that the Public Relations Committee ascertain if one of the foundatione would contribute to the cost of the survey.

The Secretary reads a communication from Dean Snodgrass of the Hastings College of the Law, requesting the use of the Exhibit Hall for class room purpoees for the next semester.

On motion of Commissioner Keenan, seconded by Commissioner Lacoste, the permission for the use of the hall is approved and the Secretary is instructed to inform Dean Snodgrass of the action taken by the Commission.

OLD BUSINESS

Plans for the establishment of a duplicate pay plan and the Documents Division are brought up for discussion and it is recommended that as the proposed survey of the Library is now in prospect, any consideration of these matters be deferred pending the outcome of the survey question.

COMMUNICATIONS

The following communications are reported:

From the Public Utilities Commission, regarding the budget allocation to be included the budget for the next fiscal year for heat, light and power for the Main Library and 21 branches.

It is recommended that the Secretary is instructed to include the amount specified in the budget document for the next fiscal year.

From T. C. Brail, Editor of the Courier Mail, Brisbane, Australia, regarding the generous hospitality bestowed on him during the United Nations Conference in San Francisco, and requesting information with respect to the establishment of Children's Libraries.

The Librarian is requested to acknowledge the communication and to send Mr. Brail any information available on the establishment of the Children's Library in the San Francisco Public Library.

From National Headquarters, American Legion, thanking the Library for use of Assembly Hall during American Legion Convention. Placed on file.

From the Parkside Improvement Club, etc., thanking the Commission for its cooperation with other Departments for promoting and bringing to a satisfactory conclusion, the Sunset Community Center. Placed on file.

From Irma Andreason, Executive Committee Chairman and Harriet Collopy, Librarian, Business Branch, thanking the Commission for selecting them as official delegates to the C.D.A. convention at Coronado. Placed on file.

From Department of Public Health requesting the cooperation of the Library in processing books to be given to the San Francisco Department of Public Health, and asking that the Library deposit the books with Dr. J. C. Geiger.

Referred to the Book Committee, for investigation and report.

From the Ambassador of France, thanking the Library for courtesies extended to Mr. JOseph Guinard, Chief Librarian of the University of Bordeaux. Placed on file.

There being no further businass, the meeting adjourned.

Secretary

DEC 3 '46

December 17, 1946

A special meeting of the Board of Library Commissioners having been called for this day in the Commissionere' Room, Main Library, Civic Center, for the purpose of discussing the proposed budget for the fiscal year 1947-48.

The meeting is called to order at 3:00 p.m., by Firet vice-president Cuddy, presiding in the absence of Preeident Kemper.

On roll call, the following are present: Commissioners Cuddy, Graves, Lacoste, McLaughlin, Mohr and Schmulowitz. Absent: Commissioners Keenan, Kemper, Oddie, Politzer and Shaughnessy.

The Secretary reads a report on the budget recommendations for the Library Department for the fiscal year 1947-48. Following approval of each appropriation seriatim, on motion of Commissioner Schmulowitz, seconded by Commissioner Mohr, the following budget requests for 1947-48 are approved:

	BUDGET			
	1946-47	1947-48	or	Increase Decrease
Permanent Salaries	$356,772.	$406,024.	+	$49,252.
Temporary Salaries		5,000.	+	5,000.
Wages	108,161.	110,161.	+	2,000.
Overtime		1,000.	+	1,000.
Contractual Services	21,669.	35,819.	+	14,150.
Heat, Light & Power	12,000.	12,000.		-0-
Binding	30,000.	30,000.		-0-
Material and Supplies	10,040.	13,000.	+	2,960.
Books & Bindery Supplies	88,000.	105,000.	+	17,000.
Equipment	7,500.	44,936.	+	37,436.
Building	75,000.	75,000.		-0-
Land	60,000.	25,500.	-	34,500.
Retirement Allowances	15,150.	44,139.	+	28,989.
Fixed Charges	7,448.	7,543.	+	95.
Services Other Departments	18,357.	31,328.	+	12,971.
Plans-New Buildings	-0-	28,000.	+	28,000.
	$810,097.	$974,450.		$164,353.

Inasmuch as there is some doubt of approval of additional personnel in next year's budget, it is recommended that the position of one bookkeeper in the present salary ordinance be re-classified to that of one X42 Librarian.

On recommendation of Commissioner Schmulowitz, the City Librarian is authorized to prepare a salary ordinance amendment for presentation to the Board of Supervisors for their approval.

Due to the increase in the cost of books, the City Librarian suggests that books on political and economic subjects be purchased out of funds of the Fuhrman Bequest reserve. Commissioner Schmulowitz, seconded by Commissioner Mohr, authorized the Librarian to purchase books from the Fuhrman Bequest in an amount not to exceed $1,000. and that the Secretary is directed to prepare a financial statement as to the status of the Fuhrman Bequest for consideration of the Commission at its next regular meeting to be held January 7, 1947.

There being no further business the meeting is adjourned.

Secretary

DEC 17 '46

January 7, 1947.

Proceedinge of the January Meeting of the Library Commission, which convened at 4:00 P.M. in the Commiesioners' Room, Main Public Library, San Francisoo, on Tuesday, January 7, 1947.

The meeting is called to order by President Kempsr. On roll call, the following are noted present: Commissionere Cuddy, Craves, Keenan, Kemper, Lacoste, McLaughlin, Mohr and Schmulowitz.

Absent: Commissioners Oddie, Politzer and Shaughnessy.

The minutes of the December meeting are approved.

The report of the Secretary is approved and placed on file.

The report of the City Librarian ie approved and placed on file.

The Ssoretary reports on the financial status of the Fuhrman Bequest ae requested by the Commission at its regular meeting held December 17, 1946. On motion of Commissioner Schmulowitz, seconded by Commissioner Cuddy, the City Librarian ie ordered to present to the Commission for its approval all lists of books purchased from the Fuhrman Bequest Reeerve, and that such procedures as instituted by the Librarian in preparing this information be so as to cause the least amount of delay with the maximum amount of efficiency.

It ie so ordered.

The Secretary reade a report on revisions made to the budget estimate since the December 17 meeting of the Commission. On motion of Commissioner Lacoste seconded by Commissioner Keenan, the following revised budget for the fiscal year 1947-48 is unanimouely approved:

Budget -	1946-47	1947-48	Increase or Dscrease
Permanent Salariee	$356,772.	$409,124.	+ $53,352.
Temporary Salariee		5,000.	+ 5,000.
Wages	108,161.	113,161.	+ 5,000.
Overtime		1,000.	+ 1,000.
Contractual Services	21,669.	40,819.	+ 19,150.
Heat, Light & Power	12,000.	12,000.	
Binding	30,000.	30,000.	
Material and Suppliee	10,040.	13,000.	+ 2,960.
Books & Bindery Supplies	88,000.	105,000.	+ 17,000.
Equipment	7,500.	45,386.	+ 37,886.
Building	75,000.	75,000.	
Land	60,000.	25,500.	- 34,500.
Retirement Syetem	15,150.	44,139.	+ 28,989.
Fixed Chargee	7,448.	7,543.	+ 95.
Servicee Other Departments	18,357.	59,328.	+ 40,971.
	$810,097.	$986,000.	$175,903.

The City Librarian informs the Commission on the etatus of limited tenure pereonnel, as the reeult of President Truman's declaration of the termination of hostilities on December 31, 1946. On motion of Commissioner McLaughlin, seconded by Commissioner Schmulowitz, the City Librarian is instructed to write a letter to the Civil Service Commission regarding limited-tenure employees urging the Commission to hold an examination for X42 Librarians as early as possible; a copy of this letter to be sent to His Honor, Mayor Roger D. Lapham.

The City Librarian also informe the Commission that with the termination of hostilities, the Navy Department, according to the terms of its lease, will be required to vacate the building it now occupies on the southwest corner of McAllister and Hyde Streets, on or before July 1, 1947. It is recommended that the President of the Library Commission write a letter to the Director of Property requeeting immediate action to effect the return of the above described property; and that a resolution be prepared outlining our future needs of the improvements thereon, said resolution to be spread upon the minutee, and copies sent to His Honor, Mayor Roger D. Lapham, the Honorable Board of Supervisors and the Director of Property.

WHEREAS, the President of the United States, the Honorable Harry S. Truman, has declared the termination of the existing states of war as of noon, December 31, 1946; and

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WHEREAS, on March 19, 1945, the City and County of San Francisco, under the authorization and with the approval of the Library Commission, entered into a lease with the United States of America, for the account of the Twelfth Naval District, permitting the use by the United States Navy of property then in the possession and under the control of the Library Commission, which said property was and is located at the corner of McAllister and Hyde Streets in San Francisco; and

WHEREAS, it is provided in the said lease that the term thereof ends with six months after the termination of the existing states of war, which said term by virtue of the recitals hereinbefore set forth ends at noon on June 30, 1947;

NOW, THEREFORE, BE IT RESOLVED, that the Director of Property of the City and County of San Francisco be, and he is hereby, requested to inform the United States of America and/or the United States Navy Department and/or the Twelfth Naval District, now occupying the said premises, that the said lease hereinbefore referred to terminates at noon on June 30, 1947, and that the Library Department of the City and County of San Francisco expects the return of the said premises in accordance with the terms, covenants and conditions of the said lease;

AND BE IT FURTHER RESOLVED, that the said Director of Property be, and he is hereby, requested to inform the said United States of America and/or the United States Navy Department and/or the Twelfth Naval District that in the event they, or either, or any of them should offer to permit the fixtures, additions or structures placed in or upon or attached to the said premises to be and become the property of the Library Department of the City and County of San Francisco, free and clear of all claims of the United States of America and the United States Navy Department and the Twelfth Naval District, then and in any such event, the Library Department of the City and County of San Francisco is ready and willing to accept the same and to request and cause such enabling legislation to be adopted as may be necessary in order to subject the said fixtures, additions and structures, and the whole thereof, immediately after noon on June 30, 1947, to essential and indispensable library uses and purposes;

AND BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Mayor and each member of the Board of Supervisors of the City and County of San Francisco.

REPORTS OF STANDING COMMITTEES

Committee on Books

Chairman Graves refers to the opinion of the City Attorney regarding the placing of books in the San Francisco Hospital for use by patients. On motion of Commissioner Cuddy, seconded by Commissioner McLaughlin, it is suggested that a meeting be held between the Library Committee of the Junior League and the City Librarian; the Junior League to present a plan embracing the care and use of volumes entrusted to them; and, if an agreement can be reached between the Junior League and the Library, that a report be made to the Library Commission at its next regular meeting in February. Commissioner Cuddy adds that if an agreement is made between the Library Commission and the Junior League, a trial period of six months be agreed upon. It is also suggested that the City Librarian confer with the present Librarian at the San Francisco Hospital for additional information.

The Chair refers to book censorship - Memoirs of Hecate County.
It is recommended that Memoirs of Hecate County be placed on the restricted list and under the jurisdiction of the Head Reading Room Librarian.

Committee on Branch Libraries

Chairman Lacoste reports on possible location for the proposed Embarcadero Branch Library and mentions the former Harbor Police Station located at the corner of Commercial and Drumm Streets, would be suitable for a branch library with a minimum of expense for remodeling.

Chairman Lacoste motions that the Committees on Building and Branch Libraries meet with the Police Commission regarding the possibility of joint use of this building.

It is so ordered.

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Committee on Building

No report.

Committee on Finance and Audit

The Secretary for the Committes reads ths following resolutions for adoption:

Resolution No. 27

Resolved that an additional work order in the amount of $50.00 be iesued to cover additional repaire to automotive equipment for ths quarter ending December 31, 1946.

Resolution No. 28

Resolved that the Controller be requested to prepare a Supplemental Appropriation Ordinance transferring $5,000. from the Compensation Reserve Fund to the crsdit of the Wages Appropriation. Thie amount was originally transferred from the Wage appropriation to the credit of Temporary Salaries and this Ordinance will reimburse the Wages appropriation to the amount budgeted for the fiscal year.

Resolution No. 29

Resolved that the Controller be requested to tranefer the amount of $47.64 to the credit of Dry Goode, Appropriation 633.340.14.7, from the following appropriations: Fidelity Insurance, appropriation 614.812.00 $38.00; Membership dues, appropriation 614.854.00, $9.64. This amount wae the excess charged by the vendor over the amount budgeted for the fiscal year.

Resolution No. 30

Resolved that the Controller be requested to allot the amount of $1,000.00 in ths Equipment Appropriation to cover purchases of equipment for the next quarter of the fiscal year ending March 31, 1947.

Resolution No. 31

Reeolved that the Controller be requested to prepare a Supplemental Appropriation Ordinance appropriating the sum of $3,313.47 from the surplus in the Equipment Account to the credit of the Equipment Account for the purpose of purchasing fluorescent lighting fixtures and air filters for the Main Library.

On motion of Commissioner Mohr, seconded by Commissioner Lacoste, the resolutione are adopted.

The Secretary refere to the report giving the expenditures for the month of December and estimated expenditures for January, and recommends their approval by ths Commission. On motion of Commissioner Lacoste, seconded by Commissioner Kesnan, the expenditures for December and estimated expenditures for January, as follows, are approved:

Salariee	$37242.53
Contractual Services	385.00
Services Station Keepers	30.00
Window Cleaning	380.00
Gas and Electricity	1000.00
Material and Supplies	200.00
Books, Cards, etc.	7875.00
Pensions	1250.00
Compensation Ineurance	50.00
Membership dues	3.05
Fidelity Insurance	80.00
Rent	475.00
Services Other Departments	3210.00
	$52180.58

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Salaries	$36000.00
Contractual Services	1500.00
Services Station Keepers	30.00
Window Cleaning	80.00
Binding	6000.00
Gas and Electricity	1000.00
Material and Supplies	500.00
Books, Cards and Bindery Materials	6000.00
Pensions	1250.00
	$52360.00

Committee on Public Relations

No report.

Committee on Rules, Administration & Welfare of Employees

No. report.

COMMUNICATIONS

From J. Lloyd Conrich, requesting the establishment of a phonograph record lending library. Referred to the Committee on Books for further investigation and report.

From the California State Department of Public Health regarding the processing of books to be deposited. The request of the Department of Public Health is approved and the City Librarian is instructed to process the books when delivered, and then deposit these books with Dr. J. C. Geiger, Director of Public Health.

From San Francisco Girl Scout Council, requesting the use of the Assembly Room for weekly meetings during January, February and March, and from the Boy Scouts of America requesting the Room for monthly meetings during the year 1947.

On the suggestion of Commissioner Cuddy, permission be granted these organizations the use of the Assembly Room for the month of January, and that this request covering the remainder of the period be taken up at the next regular meeting of the Commission in February.

From O. W. Price, Director of Vocational, Rehabilitation and Education Service, Veterans Administration, thanking the Library Commission for the use of the Assembly Hall from December 3 to 5, 1946.

Placed on file

There being no further business, the meeting is adjourned.

Secretary

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February 4, 1947.

Proceedings of the February meeting of the Library Commission, which convened at 4:00 p.m., in the Commissioners' Room, Main Public Library, San Francisco, on Tuesday, February 4, 1947.

Meeting is called to order at 4:00 p.m., by First Vice- President Cuddy presiding in the absence of President Kemper.

On roll call, the following are noted present: Commissioners Bailey, Cuddy, Graves, Lacoste, McLaughlin, Mohr, Oddie and Schmulowitz. Absent: Commissioners Kemper, Politzer and Shaughnessy.

The minutes of the January meeting are approved.

The report of the Secretary is approved and placed on file.

The report of the City Librarian is approved and placed on file.

The City Librarian informs the Commission on the Sunset Development Project and reports that protests were made to the other agencies relative to placing the Library on the S. W. corner of the area and a new preliminary plan is to be drawn up as a result of this protest. The City Librarian recommends the N. E. corner of the development, thereby serving the outer Sunset area as originally intended. On motion of Commissioner Lacoste, seconded by Commissioner Mohr, this recommendation is approved.

The City Librarian informs the Commission of insufficient funds in the Wages Appropriation to cover employment of part-time assistants for the remainder of the fiscal year and asks that the sum of $5,500. be appropriated from the Compensation Reserve Fund or from the Mayor's Emergency Fund to cover this deficit. On motion of Commissioner Schmulowitz, seconded by Commissioner Lacoste, the City Librarian is authorized to prepare a letter requesting this sum.

City Librarian presents the Commission with a list of books on Political and Economic subjects with a recommendation that purchases be made from the Fuhrman Bequest Reserve. Commissioner Schmulowitz suggests that in the future the date of publication be included in the list. On motion of Commissioner Schmulowitz, seconded by Commissioner Mohr, purchase of tbese books from the Fuhrman Bequest Reserve, is hereby authorized.

Commissioner Schmulowitz recommends that an appropriate bookplate be placed in all books purchased from the Fuhrman Bequest and tbat all books purchased out of bequests bear suitable book plates thereon.

It is so ordered.

City Librarian reports to Commission on meeting of Branch Library Committee with Chief of Police Charles Dullea regarding tbe possible use of the Harbor Police Station for a branch library to be designated as the Embaraadero Branch. A communication is read from the Chief of Police outlining the conditions for occupancy. On motion of Commissioner Lacoste, seconded by Commissioner Oddie, formal acceptance is hereby granted. Commissioner Oddie suggests a letter of thanks be sent to the Police Commission relative to this accomodation.

It is so ordered.

Commissioner Oddie recommends that future exhibits or lectures held in the Main Library be publicized monthly in mimeographed form and said information be sent to the Commissioners, branch libraries, museums, etc.,

It is so ordered.

City Librarian announces receipt of bound propaganda leaflets of Atlantic Theatre of Operation and requests Commissioner Schmulowitz to further elaborate on his report. Commissioner Schmulowitz reads his report. Commissioner Schmulowitz reads his report to the Commission outlining in detail his request to the War Department and the successful culmination of his efforts in obtaining this outstanding collection of propaganda material, and recommends:

1. A letter of thanks should be sent to the Honorable Walter Roberts, Deputy Director General of tbe Political Intelligence Department of the Foreign Office, addressed to Centre Block, Bush House, Aldwyck, London, W. C. 2, acknowledging the receipt of tbe collection of leaflets used in the western European theatre, and particularly thanking Mr. Roberts for the generous gift of materials and services in assembling the leaflets, mounting them, classifying them, and finally casing them.

2. The leaflets used in the Pacific areas should be similarly mounted, classified and cased.

3. All of the leaflets should be cataloged and indexed, and thereafter placed on the restricted list for library use in the library premises.

4. Occaeional exhibits should be held, and persons qualified should be invited to lecture upon the subject of psychological and propaganda activities in war and peace.

5. The collection should be enlarged if possible by seeking from all proper sources such further items as may still be available, including particularly exemplars of materials used by our enemies against our armed forces and those of our Allies.

6. Through the medium of magazine articles, newspaper items, radio programs, and other media of communication, institutions of learning throughout the United States sbould be made aware of the collection in the San Francisco Public Library, and students interested in the subject of propaganda should be invited and encouraged to use our facilities for academic researcb.

7. The Chief Commanding Officers of the American armies both in Gsrmany and Japan should be requested to forward to the San Francisco Public Library, if available, as many specimens as possible of psychological and propaganda material used in each of these areas since the end of the war for the aid of our armies of occupation. The Commanding Officers should be advised of the material we already bave, and the reasons for the additional material we desire.

Commissioner Schmulowitz suggests that City Librarian seek a personal interview with General Mark Clark for assistance in obtaining the Italian collection of propaganda leaflets and further suggests proper cataloging of both tbe Pacific and Atlantic Tbeatre of Operations propaganda leaflets and from time to time hold exhibits and lectures on this most interesting phase of warfare. It is further recommended that City Librarian and Commissioner Oddie collaborate on a suitable frontpiece for the collection and include the above recommendations in a letter to the Commission.

It is so ordered.

COMMITTEE ON BOOKS

On motion of Chairman Graves, seconded by Commissioner Lacoste, formal approval is given to purchase complete collection of first editions of Jack London at a cost of $896.88, and that the Treasurer be authorized to sell one $1,000. Treasury Bond 1950-52 in the Pbelan invested account, to cover the cost of such purchase; and that the President and Secretary be authorized to execute on bebalf of the Commission the necessary documents for said sale.

COMMITTEE ON BRANCH LIBRARIES

Chairman Lacoste reports on possible location for Marina Branch Library, and suggest that the Secretary contact tbe Recreation Department relative to space adjoining the Marina Junior High School on Chestnut Street. On motion of Commissioner Lacoste, seconded by Commissioner McLaughlin, this matter of a site for the Marina Branch Library is referred to the joint committee on Buildings and Branch Libraries for further study and report.

It is so ordered.

Commissioner Cuddy reports that the Park Commission regretted it had to reject the request of the Library Commission for the use of a part of Washington Square for a branch library site, as the area of the square is very limited and ie needed in its entirety for park purposes.

Commissioner Schmulowitz recommends that this matter of a branch library in the North Beach District be referred to the joint committee on Building and Branch Libraries for a re-survey and report of the entire matter.

It is so ordered.

COMMITTEE ON BUILDINGS

No report.

COMMITTEE ON FINANCE AND AUDIT

The Secretary for the Committee reads the following resolutions for adoption:

Reeolution No. 32

Resolved that the Controller be requeeted to transfer the following amounte from the Rent Appropriation:

Appropriation 614.880.00 - Unallotted - $851.00
Appropriation 614.880.75 - Allotted - 55.00 $906.00

to the credit of Material and Supplies - Appropriation 614.300.00 to provide eufficient funds for the balance of the fiscal year ending June 30, 1947.

Reeolution No. 33

Resolved that the Controller be requested to transfer the surplus which will accrue in the Window Cleaning Appropriation 674.238.00-1 amounting to $894.00 to the credit of Contractual Services - Appropriation 614.200.00 to provide eufficient funds for the balance of the fiecal year ending June 30, 1947.

Reeolution No. 34

Reeolved that an additional Work Order in the amount of $1459.75 be ieeued to cover repaire to the Main Library and branches for the period from January 1, 1947 to March 31, 1947.

Reeolution No. 35

Reeolved that the Controller be requested to allot the balance in the Equipment account of $1536.53 to cover the purchase of equipment to the balance of the fiscal year ending June 30, 1947.

Resolution No. 36

Resolved that the Controller be requeeted to prepare a Supplemental Appropriation Ordinance transferring $5,500. from the Compensation Reserve Fund to the credit of the Wages Appropriation in order to cover expenditures for part-time employmente for the balance of the fiscal year ending June 30, 1947.

On motion of Commissioner Oddie, seconded by Commissioner Mohr, the reeolutions are adopted.

The Secretary refers to the report giving the expenditures for the month of January and estimated expenditures for February and recommends their approval by the Commission. On motion of Commissioner Lacoste, seconded by Commissioner Mohr, the expenditures for January and estimated expenditures for February as follows, are approved:

Salariee	$37501.09
Contractuad Servicee	2125.00
Services Station Keepers	30.00
Window Cleaning	80.00
Binding	5000.01
Gas and Electricity	1200.00
Material and Supplies	985.39
Books, carde etc.	7725.00
Equipment	600.00
Pensione	1250.00
Membership dues	12.05
Rent	475.00
	$56983.54

Salaries	$36000.00
Contractual Services	300.00
Services Station Keepere	30.00
Window Cleaning	80.00
Gas and Electricity	1100.00
Material and Supplies	500.00
Books, cards etc.	6000.00
Peneions	1250.00
Rent	475.00
Services Other Departments	1459.75
	$47194.75

COMMITTEE ON PUBLIC RELATIONS

No report.

COMMITTEE ON RULES, ADMINISTRATION AND WELFARE OF EMPLOYEES

No report.

OLD BUSINESS

The use of the Aseembly Hall by Boy and Girl Scouts during the months of February and March.

Approved.

On motion of Commissioner Schmulowitz, seconded by Commieeioner Oddie, the Secretary is instructed to write a letter of apprsciation to Dr. Keenan, thanking him for his eervics to the City and County of San Francisco in gsneral, and the Library Department in particular during his term in offics as a member of the Library Commission of the City and County of San Francisco.

It is so ordered.

COMMUNICATIONS

From Mr. Eugsne Riordan, Assistant Dirsctor of Property, regarding a financial and progrsss report of the Fuhrman Estate Oil Lands.

Read and placed on file.

From Langley Porter Clinic requssting assistance of the Library in establishing a patients' library. On suggestion of Commissioner Schmulowitz, the Secretary ie instructed to wait upon Miss Constance M. Hoover, Librarian and inform her that the Commission exceedingly regrets that it cannot extend this service owing to an opinion of the City Attorney, relative to establishing branches not accessible to the general public at large.

It is so ordered.

From Fairmont P.T.A. rsquesting the establishment of a branch library in the Fairmont District.

Referred to the Committee on Branch Libraries for etudy and report.

There being no further business, the mesting is adjourned.

Secretary

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March 11, 1947

Proceedings of the postponed March meeting of the Library Commissioners, which convened at 4:00 PM in the Commissioners' Room, Main Public Library, San Francisco, on Tuesday, March 11, 1947.

Meeting is called to order at 4:00 PM., in the absence of President Kemper, First Vice-president Cuddy presiding.

On roll call, the following are noted present: Commissioners Bailey, Cuddy, Graves, McLaughlin, Mohr, Oddie and Schmulowitz. Absent: Commissioners Kemper, Lacoste, Politzer and Shaughnessy.

The minutes of the February meeting are approved.

The report of the Secretary is approved and placed on file.

The report of the City Librarian is approved and placed on file.

The City Librarian informs the Commission of the inequities in the salary ranges for tbe positions of Head and Senior Librarians recommended by tbe Civil Service Commission.

On motion of Commissioner Schmulowitz, seconded by Commissioner Oddie, tbe City Librarian is authorized to protest this inequity of salary range to the Civil Service Commission and the Board of Supervisors.

The City Librarian recommends that the list of the books on political and economic subjects prepared by tbe Librarian be purchased from the Fuhrman Bequest Fund in tbe amount of $1,052.54 and approved.

On motion of Commissioner Schmulowitz, seconded by Commissioner Mohr, the purchase of books ie approved.

In connection with City Librarian's report - Commissioner Schmulowitz recommends that a letter of appreciation be sent to Mr. Alfred Mischall, thanking him for his generosity in presenting to the Library, additional items for inclusion in the collection of Jack London, recently acquired by purchase from tbe Phelan Bequest.

COMMITTEE ON BOOKS

On suggestion of City Librarian regarding rules for the use of the bound newspaper files, it was the consensus of opinion that this matter be laid over for further discuesion.

Regarding book plates for the Fuhrman Bequest and Phelan book collection, Chairman Graves distributes samples of book plates and suggests that this matter be laid over for further discussion with tbe City Librarian.

It is so ordered.

COMMITTEE ON BRANCH LIBRARIES

Commissioner Mohr, in the absence of Chairman Lacoste, reports on possible location for North Beach and Marina Branch Libraries.

Commissioner Mohr, on behalf of the branch library committee, recommends a store building at 722 Columbus Avenue in the North Beach area and a store building at 3347 Fillmore Street in the Marina district.

After much discussion regarding the necessity of requesting additional funds for remodeling and staffing tbese quarters, it was the general consensus of opinion to delay action until after the budget hearings now in progress have been completed.

On suggestion of Commissioner Mohr, the Secretary is instructed to inquire and report as to the possible purchase of tbe Marina store from the Trust Department of the Anglo-California National Bank.

It is so ordered.

COMMITTEE ON BUILDINGS

On discussing the needs of capital expenditures for construction of branch libraries, it is recommended that ths Mayor and Board of Supervisors be requested

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to give favorable consideration to the inclusion of the Library's Post-war building program of 1942, in the forthcoming bond issue, said request to include estimated additional expenditures due to increased material and labor costs.

It is so ordered.

COMMITTEE ON FINANCE AND AUDIT

On motion of Commissioner Mohr, seconded by Commissioner Oddie, the following resolutions are adopted:

RESOLUTION No. 37

Resolved that the Controller be requested to allot the sum of $5,000. in the Book appropriation No. 614.371.00 to cover the purchase of books for the month of March 1947.

RESOLUTION No. 38

Resolved that an Interdepartmental Work Order in the amount of $3,000. be issued to cover the maintenance and repairs to the Main Library and branches for the period from April 1, 1947 to June 30, 1947.

RESOLUTION No. 39

Resolved that an Interdepartmental Work Order in the amount of ~~$150.~~ $400-KR be issued to cover the maintenance of automobile equipmsnt for the period ending June 30, 1947.

RESOLUTION No. 40

Resolved, in accordance with the written offer on file in the office of the Director of Property and the recommendation of ths Library Commission that the City and County of San Francisco, a municipal corporation, accept a deed from Bennett R. Broderick, or the legal owner, to all of Lot 1 and the southeasterly 25 feet of Lot 2 in Assessor's Block 6272, San Francisco, California, required for a branch library and that the sum of $7,500. be paid for said property from Appropriation No. 614.600.00.

The City Attorney shall examine and approve the title to said property.

RESOLUTION No. 41

Resolved that the Controller be requested to transfer the amount of $125.46 from Appropriation 614.400.00, Item 4-02 to the credit of Appropriation 614.400.00, Item 4-42 to cover the excess cost of filters for the air-conditioning system.

The Secretary refers to the report giving the expenditures for the month of February and estimated expenditures for March and recommends their approval by the Commission.

On motion of Commissioner Schmulowitz, seconded by Commissioner Graves, the expenditures for February and estimated expenditures for March, as follows, are approved:

Salaries	$39120.00
Contractual Services	400.00
Window Cleaning	246.50
Gas and Electricity	1200.00
Material and Supplies	900.00
Books, Cards, etc.	10625.00
Equipment	325.00
Pensions	1250.00
Rent	475.00
Services Station Keepers	30.00
	$54571.50
Salaries	$36000.00
Contractual Services	300.00
Services Station Keepers	30.00
Window Cleaning	80.00
Gas and Electricity	1100.00
Material and Supplies	500.00
Books, Cards, etc.	6000.00
Pensions	1250.00
Rent	475.00
Services Other Departments	1450.00
	$47185.00

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COMMITTEE ON PUBLIC RELATIONS

No report.

OLD BUSINESS

On recommendation of Commissioner Schmulowitz, the Secretary is instructed to have transcribed and forwarded to each Commissioner, the letter sent to the Charter Revision Committee.

NEW BUSINESS

Commissioner Mohr recommends that the Chief Administrative Officer be requested to appropriate $2,500.00 from the Publicity and Advertising Fund of the City and County of San Francisco to cover expenses of the Library Department in connection with the American Library Association convention which convenes at San Francisco June 28-July 5, 1947

The City Librarian is requested to prepare a questionnaire to ascertain the various holdings of books, pamphlets, reports, documents etc., of all city departments for the purpose of reflecting a need for the establishment of a municipal reference library and further, that the Librarian be authorized to confer with the Mayor and Chief Administrative Officer in connection with this subject matter.

The election of officers for the ensuing year are declared in order by the chair.

Nominations for President being declared in order, on motion of Commissioner Mohr, seconded by Commissioner Graves, Commissioner Cuddy is nominated and unanimously elected.

Nominations for First Vice-president being declared in order, on motion of Commissioner Schmulowitz, seconded by Commissioner McLaughlin, Commissioner Oddie is nominated and unanimously elected.

Nominations for Second Vice-president being declared in order, on motion of Commissioner McLaughlin seconded by Commissioner Graves, Commissioner Mohr is nominated and unanimously re-elected.

There being no further business, the meeting is adjourned.

Secretary

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COMMITTEES - 1947

BOOKS, PRINTING AND BINDING

Commissioner Graves, Chairman
Kemper
McLaughlin
Politzer
Schmulowitz

BRANCH LIBRARIES

Commissioner Lacoste, Chairman
Bailey
Graves
Kemper
Oddie

BUILDING, FIXTURES, FURNITURE & SUPPLIES

Commissioner Mohr, Chairman
Bailey
Graves
Oddie

FINANCE AND AUDIT

Commissioner Shaughnessy, Chairman
Graves
McLaughlin

LAW AND MUNICIPAL RELATIONS

Commissioner Schmulowitz, Chairman
Politzer
Shaughnessy

PUBLIC RELATIONS

Commissioner Oddie, Chairman
Lacoste
Politzer

RULES, ADMINISTRATION AND WELFARE OF EMPLOYEES

Commissioner McLaughlin, Chairman
Bailey
Kemper
Lacoste
Shaughnessy

SURVEY

Commissioner Graves, Chairman
Mohr
Oddie
Schmulowitz

A. L. A. CONFERENCE

Commissioner Mohr, Chairman
Kemper
Oddie
Schmulowitz

President	Commissioner Cuddy
1st Vice-President	Oddie
2nd Vice-President	Mohr

March 7, 1947

Executive meeting of the San Francisco Library Commission held in the Commissioners' Room, Main Library, Civic Center.

The meeting is called to order at 4:15 p.m. President Kemper presiding.

On roll call the following are noted present: Commissioners Bailey, Cuddy, Graves, Kemper, McLaughlin, Mohr, Oddie and Schmulowitz. Absent: Commissioners Lacoste, Politzer and Shaughnessy.

Commissioner Cuddy motions, seconded by Commissioner Schmulowitz, that Section #43 of the Charter be amended to read as follows:

> "The Library Commission shall appoint a Librarian and a Secretary who shall hold office at its pleasure. The position of Librarian shall be held only by persons of expert or technical training, but shall not be subject to any provisions of this Charter prescribing a residence qualification for officers or appointees.; provided, however, that during their incumbency appointees to such positions shall reside in the City and County; and in case any appointee shall fail so to do, his appointment shall be revoked at once by the Board. The Librarian shall be the chief executive of the department and shall be the appointing officer for the department as provided in section 20 of the charter.
>
> The motion is carried.

It is moved by Commissioner Kemper, seconded by Commissioner Cuddy that Paragraph 1 of Section #43 of the Charter be amended to read as follows:

> "The Library Department shall be under the management of a Library Commission consisting of five members who shall be appointed by the Mayor and shall serve without compensation."
>
> The motion is carried.

Commissioner Cuddy speaks on extension of library service to hospitals, etc., and it is moved by Commissioner Cuddy, seconded by Commissioner Mohr that Section #43 of the Charter be amended to read:

> "The Library Commission shall have the power to establish and maintain deposit stations; and to maintain books, journals, publications and other personal property under the control of the Library Commission in any location which the Library Commission in its sole discretion may determine, and subject to such regulations as it may desire."
>
> The motion is carried.

It is moved by Commissioner Kemper, seconded by Commissioner Oddie, that Section #78 of the Charter be amended by deleting Section (2) (b) of the third paragraph and substituting the following:

> "(b) Libraries, which tax shall not be less than eight cents on each one hundred dollars; provided; however, that for a period of fifteen years from _____ the revenue derived from one cent of said eight cents in the tax levy for libraries shall be set apart in a special fund to be expended at the discretion of the Library Commission for the specified purpose of purchase of sites and construction or acquisition of buildings, fixtures and furniture for branch libraries; and the provisions of Section 80 of the Charter shall not apply to said special fund."
>
> The motion is carried.

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Commissioner Kemper suggests that as many Commissioners as possible be present at the Charter Revision Committee hearings and said notification of meeting be sent to City Librarian who in turn will notify the Library Commissioners.

It is so ordered.

There being no further business, the meeting is adjourned.

George W. Kemper, President
Board of Library Commissioners.

MAR 7 1947

April 1, 1947.

Proceedings of the April meeting of the Library Commissioners, which convened at 4:00 p.m., in the Commissioners' Room, Main Public Library, San Francisco, on Tuesday, April 1, 1947.

Meeting is called to order at 4:15 p.m., by First Vice-president Oddie, presiding in the absence of President Cuddy.

On roll call the following are noted present: Commissioners Bailey, Graves, Lacoste, Mohr, Oddie and Schmulowitz. Absent: Commissioners Kemper, McLaughlin, Politzer and Shaughnessy. (Commissioner Cuddy enters and is seated during meeting.)

The minutes of the March meeting are approved.

The report of the Secretary is approved and placed on file.

The report of the Librarian is approved and placed on file.

The City Librarian informs the Commission that due to Salary Standardization Ordinance recently adopted by the Supervisors, the permanent salaries, wages and pension appropriations must be increased $37,979.50.

On motion of Commissioner Bailey, seconded by Commissioner Lacoste, it is recommended that a supplemental budget request in the above amount to provide sufficient funds for personnel and pensions for the fiscal year 1947-48 be submitted to the Mayor and Board of Supervisors.

It is so ordered.

The City Librarian reports on the Sunset Development Project and recommends that the preliminary sketch showing the location of the library on the North-East corner of the project be approved from a standpoint of function and utility.

On motion of Commissioner Lacoste, seconded by Commissioner Mohr, the preliminary sketch is approved.

The City Librarian recommends that the list of books on political and economic subjects prepared by the Librarian be purchased from the Fuhrman Bequest Fund in the amount of $90.30, bringing the total expenditures to date from this Bequest to $1,142.84.

On motion of Commissioner Graves, seconded by Commissioner Lacoste, the purchase of books is approved.

City Librarian informs the Commission of the American Library Association convention to be held in San Francisco June 28-July 5, and as San Francisco is host to this convention, it is incumbent upon the local committee to plan a reception to the visiting delegates. As it appears impossible to obtain a place to hold this reception due to limited funds, it has been suggested by some members of the Commission that this reception be held in the Main Public Library. This move is not without precedent as A. L. A. convention receptions have been held in the Boston and St. Louis public libraries in recent years.

On motion of Commissioner Schmulowitz, seconded by Commissioner Lacoste, the reception on Sunday evening, June 29, 1947 to the visiting delegates of the American Library Association be held at the Main Public Library.

It is so ordered.

COMMITTEE ON BOOKS

Chairman Graves reports on Fuhrman Bequest book plates and recommends that this matter be laid over for further study and report. President Cuddy suggests that this matter be left to the discretion of Chairman Graves and the City Librarian.

COMMITTEE ON BRANCH LIBRARIES

Chairman Lacoste refers her report to Commissioner Mohr.

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COMMITTEE ON BUILDINGS

Chairman Mohr recommends that the Commissioners' Room be redecorated for the A. L. A. convention. Commissioner Lacoste recommends that the committee on buildings investigate color-scheme and report back to the Commission.

Chairman Mohr reads a letter from Eugene Riordan, Assistant Director of Properties, informing the Commission of the rental of a store at 3347 Fillmore Streets for a possible location of the Marina Branch Library now occupied by the Recreation Department in the amount of $200.00. Commissioner Mohr reports also on the possibility of purchasing this site.

On motion of Commissioner Schmulowitz, seconded by Commissioner Lacoste, the Secretary is instructed to ascertain from the Real Estate Department, the purchase price of this site, the cost of re-modeling the premises for library purposes and to report these findings to the Building and Branch committees.

COMMITTEE ON FINANCE AND AUDIT

On motion of Commissioner Schmulowitz, seconded by Commissioner Mohr, the following resolutions as amended, are adopted:

RESOLUTION NO. 42

Resolved that an Interdepartmental Work Order in the amount of $15.00 be issued to cover Photostating and similar work in the Reproduction Bureau of the Purchasing Department for the balance of the fiscal year ending June 30, 1947.

RESOLUTION NO. 43

Resolved that the Controller be requested to transfer the amount of $300.00 from the Equipment appropriation #614.400.00 to the credit of Contractual Services appropriation #614.200.00 to cover necessary services to the Department for the balance of the fiscal year ending June 30, 1947.

RESOLUTION NO. 44

Resolved that in conformity with Section 19, paragraph i, of the Charter, the Library Commission requires the bonding of the City Librarian in the amount of $5,000., and the positions of Secretary, Assistant Librarian-Time Rolls and Senior Clerk-Typist, to be covered by a blanket bond for faithful performance.

The Secretary refers to the report giving the expenditures for the month of March and estimated expenditures for April and recommends their approval by the Commission.

On motion of Commissioner Schmulowitz, seconded by Commissioner Lacoste, the expenditures for March and estimated expenditures for April, as follows, are approved:

Salaries	$39115.69
Contractual Services	400.00
Services Station Keepers	30.00
Window Cleaning	380.00
Binding	3720.89
Gas and Electricity	1000.00
Materials and Supplies	400.00
Books, Cards, etc.	5000.00
Pensions	1250.00
Rent	475.00
Services Other Departments	2400.00
	$54503.45

Salaries	$39000.00
Contractual Services	400.00
Services Station Keepers	30.00
Window Cleaning	246.50
Binding	5000.00
Gas and Electricity	1000.00
Materials and Supplies	500.00
Books, Cards, Bindery Materials	8000.00
Pensions	1250.00
Rent	475.00
	$55901.50

COMMITTEE ON PUBLIC RELATIONS

No report.

COMMITTEE ON RULES, ADMINISTRATION AND WELFARE OF EMPLOYEES

No report.

Commissioner Schmulowitz requests to be excused and retires.

President Cuddy instructs the Secretary to read a letter from Commissioner Schmulowitz to Commissioner Cuddy with reference to the establishment of a comprehensive collection of Sixteenth, Seventeenth, Eighteenth and Nineteenth Century literature of anecdotal wit and humor and related subjects, involving the psychology of laughter, wit and humor. As an aid in the accomplishment of this objective, Commissioner Schmulowitz forwards as the first item in the collection, a photolithographic copy of the 1526 edition of the "Hundred Merry Tales", published in 1887. As a further contribution, President Cuddy on behalf of Commissioner Schmulowitz, presents the Commission with a check in the sum of $500.00.

Commissioner Oddie reads the following testimonial which is ordered spread upon the minutes:

For the second time in recent months, this library is indebted to Commissioner Schmulowitz for a kind and generous donation of material that would not be here save for his action.

The first demonstration of his foresight resulted in the acquisition of the Psychological Warfare Documents which should serve as the nucleus of a comprehensive and unrivaled collection of material whose importance to this Library can best be described in words that might serve as a part of a special book plate:

"These war-inspired and air-delivered messages of hope have become a part of the San Francisco Public Library through the foresight and interest of Nat Schmulowitz, a member of the San Francisco Library Commission.

"As a result of his timely action, these documents were given to the people of San Francisco as a permanent proof of the ability of the printed word to inspire a courageous resistance to the forces of evil and intolerance."

But Commissioner Schmulowitz' past actions are today eclipsed by a gift of such infinite personal meaning that it demands the fullest expression of our gratitude, both as members of this Library Commission and as individuals who have met in friendly association with Mr. Schmulowitz these past months and years.

It is somehow very fitting that we receive this gift on April Fool's Day, an ancient anniversary devoted to the cause of practical jokes and rough, good humor, because Commissioner Schmulowitz' gift is in a sense, a part of the great human tradition of the jest which so often is our antidote against the inescapable poisons of the world we live in.

The fact that the first of Mr. Schmulowitz' gifts was concerned with the cause of human freedom, is no surprise to any of us because he has been such a consistent defender on this Commission

and elsewhere of the cause of freedom and her sister virtues, truth, tolerance and honesty.

In presenting these books, the precious heart of his own collection, Mr. Schmulowitz is showing us the reverse side of the coin of his own character, and there we find the cause of human laughter standing back to back with the cause of human freedom.

I wish it lay within our power to give a more gracious acknowledgment of these gifts than mere words and sentiment alone. Unfortunately, we cannot add to the reputation of a man who is already a leader in his profession. We cannot further validate his citizenship in the world of letters, literary accomplishment and human rights.

We cannot add to the satisfaction that he must feel on the occasion of this gift to his fellow citizens of books and the resources with which to add to the collection, save by an action that will be so sincere that our fellow commissioner will realize our common sense of gratitude by the appropriateness of the honor we bestow on him. This honor shall, the Commission willing, be the award of not only the gratitude and affection of his fellow commissioners on behalf of the people of San Francisco, but also the appreciation of this Commission for his contributions to the civic and cultural welfare of this city expressed in these words:

> "To Nat Schmulowitz, humanitarian, scholar, lawyer - by choice a citizen of San Francisco, and by accomplishment a citizen of the world of letters - a seeker for knowledge - a defender of the cause of justice - a champion of truth and tolerance - a foe of hatred and prejudice - a lover of liberty and laughter - and an honored benefactor of the San Francisco Public Library."

On motion of Commissioner Oddie, seconded by Commissioner Cuddy, the gift of Commissioner Schmulowitz be accepted and designated as the "Special Anecdotal, etc., Book Fund" and further that the initial purchases out of this fund be made in consultation with Commissioner Schmulowitz as to type of items to be included in this collection.

It is so ordered.

The chair appoints Commissioners Cuddy, Graves and Lacoste as a committee for the selection of an appropriate acknowledgment to Commissioner Schmulowitz for his generous contribution to the civic and cultural welfare of the City and County of San Francisco.

COMMUNICATIONS

A. From Mayor's Office, communication addressed to His Honor, Earl Warren, Governor of California re: Sutro Library Collection.

Placed on file.

B. From General Headquarters, Supreme Commander for the Allied Powers re: letter of February 21, 1947 requesting additional Leaflets of psychological and propaganda material.

Acknowledge and request additional leaflets as instructed in letter.

C. From Assistant Director of Property re: Library site in Marina District.

Acknowledge and request appraised value of site and cost of remodeling.

D. From Mrs. Alice Rohlapp, Secretary Paul Revere P. T. A. requesting the erection of a bulletin board on the Bernal Branch Library site.

Acknowledge and regretfully deny their request.

E. From A. L. A. in connection with possibility of holding an Atomic Bomb Exhibit during Convention and problem of defraying transportation cost estimated at $150-$200.

City Librarian will acknowledge and inform exhibitors of lack of funds for transportation cost.

F. From Pan-American Airways System congratulating Mr. Ramirez of the Reference Department for his service and courtesy to this organization.

Placed on file.

There being no further business, the meeting is adjourned.

Secretary

APR 8 1947

May 6, 1947.

Proceedings of the May meeting of the Library Commission, which convened at 4:00 p.m., in the Commissioners' Room, Main Library on Tuesday, May 6, 1947.

Meeting is called to order at 4:00 p.m., President Cuddy presiding.

On roll call the following are noted present: Commissioners Bailey, Cuddy, Graves, Kemper, Lacoste, Mohr and Schmulowitz. Absent: Commissioners Oddie, Politzer and Shaughnessy. (Commissioner McLaughlin enters and is seated during the meeting.)

The minutes of the April meeting are approved.

The report of the Secretary is approved and placed on file.

The report of the Librarian is approved and placed on file.

The City Librarian informs the Commission of the chief items deleted by the Mayor in the budget for the fiscal year 1947-48, as follows: 15 of 25 additional employments requested; survey, $10,000., plans for the construction of four branch libraries $28,000., all capital improvement items amounting to $100,500., and installation of new lighting for the Reading Room.

The City Librarian reports on the Sunset Development Project and recommends that as the Library Department has in its budget for the current fiscal year $75,000. for the construction of a branch library, necessary funds for the preparation of plans for the Outer Sunset Branch be appropriated from this amount, and further that Mr. Vensano be requested, in accord with Charter provisions, to appoint an architect for the Library Department.

The Chair recommends that an appropriation be authorized from this unspecified capital Improvement Fund in the present fiscal budget to defray the cost of an architect for the preparation of plans for the Sunset Development Project Library and further that the President, Branch and Building Committees meet with Mr. Vensano, Mr. Brooks and Mr. Dodge Reidy to discuss this matter, and report to the Commission as a whole its recommendations.

The City Librarian reports that the questionnaires sent through the office of the Chief Administrative Officer and the Mayor in connection with the establishment of a Municipal Reference Library have been received and are now being tabulated for submission at the next Commission meeting.

The City Librarian further reports on Assembly Bill 2484 exempting sales tax on book purchases by public libraries, the American Library Association Conference to be held in San Francisco June 28 - July 5, the increase in circulation of 39,579 volumes over a like period of last year, and the problems of personnel shortages within the departments.

The City Librarian recommends that the list of books on political and economic subjects prepared by the Librarian be purchased from the Fuhrman Bequest Fund in the amount of $91.90 bringing the total expended to date from this fund of $1,385.89.

On motion of Commissioner Graves, seconded by Commissioner Mohr, the purchase of these books is approved.

COMMITTEE ON BOOKS

No report.

COMMITTEE ON BRANCH LIBRARIES

Chairman Lacoste reads a communication from the Assistant Director of Properties, regarding the Parkside Branch with a recommendation that at the expiration of the present lease, the Library Department be advised to pay a rental fee not to exceed $75.00 per month.

On motion of Commissioner McLaughlin, seconded by Commissioner Bailey, the Branch and Building Committees work with the Real Estate Department with power to act.

MAY 6 - 1947

Chairman Lacoste reports a possible site for the Excelsior Branch located at 4736 Mission Street, one block south of our present location. The Real Estate Department recommends a rental of $100. per month.

On motion of Commissioner McLaughlin, seconded by Commissioner Bailey, the matter is referred to the Branch and Building Committees for further investigation and report.

BUILDING COMMITTEE

Chairman Mohr reports on letter received from Mr. Eugene Riordan, Assistant Director of Properties, regarding a store located at 3347 Fillmore Street, as a possible location for the Marina Branch Library. The present owner desires to rent this store at $200. per month and in the opinion of Mr. Riordan this figure is excessive and recommends a rental of $100. per month. The Assistant Director of Properties further states that if the Commission is unsuccessful in renting the property at a fair figure, and is desirous of purchasing same, his appraisal would be between $20,000. and $25,000.

On motion of Commissioner Schmulowitz, seconded by Commissioner Mohr, the Real Estate Department be instructed to negotiate purchase of property if unable to reach a satisfactory rental figure, and further if unable to arrive at either rental or purchase, that condemnation proceedings be instituted with funds available under Appropriation 614.600.00 (Land Fund) and Appropriation 614.500.00 (Building Fund.)

The Chair refers this matter to the Branch and Building Committees with a suggestion from Commissioner Schmulowitz that a meeting be held with the presidents of the civic and business organizations of the Marina District to discuss this problem of locating and maintaining a Marina Branch Library.

COMMITTEE ON FINANCE & AUDIT

On motion of Commissioner Lacoste, seconded by Commissioner Schmulowitz, the following resolutions are adopted:

RESOLUTION NO. 45

Resolved that an Interdepartmental Work Order in the amount of $225.00 be issued to cover the maintenance of automobile equipment for the quarter ending June 30, 1947.

RESOLUTION NO. 46

Resolved that an Interdepartmental Work Order in the amount of $15.00 be issued to cover Photostating Work in the Reproduction Bureau for the balance of the fiscal year ending June 30, 1947.

RESOLUTION NO. 47

Resolved that the Controller be requested to transfer the amount of $500.00 from the Retirement Allowance Appropriation #932.860.00 to the credit of Compensation Insurance Appropriation #614.801.00 to cover the deficit that has accrued due to the unusual number of accidents during the past fiscal year.

RESOLUTION NO. 48

Resolved that an additional work order in the amount of $250.00 be issued to the credit of Compensation Insurance Appropriation #614.801.00 to cover the additional charges due to the unusual number of accidents since the first of the current fiscal year.

RESOLUTION NO. 49

Resolved that the Controller be requested to transfer the amount of $100.00 from the Compensation Insurance Appropriation #614.801.00 to the credit of Contractual Services Appropriation #614.200.00 to cover our revolving fund charges to the end of the fiscal year.

RESOLUTION NO. 50

Resolved that the Controller be requested to transfer the amount of $100.00 from the Compensation Insurance Appropriation #614.801.00 to the credit of Material and Supplies Appropriation #614.300.00 to cover our revolving fund charges to the end of the fiscal year.

RESOLUTION NO. 51

Resolved that an additional work order in the amount of $700. be issued to the Department of Public Works to the credit of Appropriation #614.900.00, Services of Other Departments to complete renovations for the month of May 1947.

RESOLUTION NO. 52

Resolved that an Interdepartmental Work Order in the amount of $950. be issued to the credit of Services of Other Depatments to complete needed renovations as per estimates from the Department of Public Works.

The Secretary refers to the reports giving expenditures for the month of April and estimated expenditures for May and recommends their approval by the Commission.

On motion of Commissioner Lacoste, seconded by Commissioner Bailey, the expenditures for April and estimated expenditures for May, as follows, are approved:

Salaries	$38400.32
Contractual Services	340.00
Services Station Keepers	30.00
Window Cleaning	80.00
Binding	-0-
Gas and Electricity	1000.00
Material and Supplies	600.00
Books, Cards, etc.	10967.00
Pensions	1175.00
Rent	475.00
Compensation Insurance	250.00
Services of Other Departments	255.00
	$53572.00

Salaries	$39000.00
Contractual Services	400.00
Services Station Keepers	30.00
Window Cleaning	246.50
Binding	5000.00
Gas and Electricity	1000.00
Material and Supplies	350.00
Books, Cards, etc.	5000.00
Equipment	500.00
Pensions	1175.00
Rent	475.00
	$53176.50

COMMITTEE ON PUBLIC RELATIONS

No report.

COMMITTEE ON RULES, ADMINISTRATION AND WELFARE OF EMPLOYEES

Chairman McLaughlin inquires as to progress made in the reclassification of certain positions in the Library Department.

The Chair recommends that a follow-up letter be sent to the Civil Service Commission, signed by the President, requesting the Civil Service Commission to investigate as soon as possible these positions in the Library Department.

It is so ordered.

OLD BUSINESS

The Chair reads a letter from the Controller's Office, regarding the existing ordinance requiring the bonding of the Library COmmissioners. This letter was in response to a communication from the Secretary of the Commission on the suggestion of Commissioner Schmulowitz.

The Secretary is instructed to request Mr. John McGrath, Clerk of the Board of Supervisors, to prepare an amendment to the ordinance governing bonding of city officials under authority of Section 8 of the City Charter.

COMMUNICATIONS

a. From Mayors' Office re: recommendation as a supplemental budget item $10,000. for a survey of Library Department.

Read and placed on file.

b. From Mayor's Office re: support of Bill #2484 to exempt publicly-owned libraries from imposition of State Sales Tax.

Read and placed on file.

c. From City Planning Commission re: Sunset Community Center Project.

d. From Art Commission re: meeting with departmental heads of Board of Education, Recreation and Library Commissions and Department of Public Health for purpose of developing over all plan of public buildings in Sunset Development Project.

Referred to Branch and Building Comm.

e. From To Kolon Club thanking City Librarian for interesting talk on libraries at their last regular meeting.

Read and placed on file.

f. From J. C. Towns re: request to open North Beach Branch until 10:00 p.m. each evening.

Acknowledge and place on file.

g. From War Department Civil Affairs Division re: post-war activities in occupied areas of the far east.

Read and placed on File.

h. From Marina Boosters re: possible site for Marina Branch Library.

Referred to Branch and Building Comm.

There being no further business, the meeting is adjourned.

Secretary

Note: President Cuddy called Mr. Brooks on Thursday inviting him to a joint meeting between the Branch and Building Committees and Mr. Vensano to discuss the Sunset Development project next Tuesday. Mr. Brooks expressed the opinion that Mr. Vensano's recommendation would be acceptable to him, and if possible would attend this joint meeting.

MAY 6 - 1947

June 3, 1947

Proceedings of the June meeting of the Library Commission which convened at 4:00 p.m., in the Commissioners' Room, Main Library.

Meeting is called to order at 4:00 p.m., President Cuddy presiding.

On roll call, the following are noted present: Commissioners Cuddy, Graves, Lacoste, McLaughlin, Mohr, Oddie and Schmulowitz. (Commissioner Bailey enters and is seated during meeting.) Absent: Commissioners Kemper, Politzer and Shaughnessy.

The minutes of the May meeting are approved.

The report of the Secretary is approved and placed on file.

The report of the Librarian is approved and placed on file.

The City Librarian informs the Commission of the final budget approved by the Board of Supervisors in the amount of $853,268, an increase of $43,171 over the current fiscal year. Chief items of increase were $39,459 for ten additional employments; $24,279 wage increases mandatory under Salary Standardization Ordinance of the Charter; $9,458 in equipment for installation of fluorescent fixtures in Reference Department and $30,362 in fixed charge appropriation to cover cost of retirement allowances. Another important item was $75,000 for the construction of a library building in the Parkside District.

The City Librarian reports on the Sunset Development Project meeting held in the City Planning Commission quarters on Wednesday, May 28, 1947. Members of the Art Commission and Mr. Dodge Riedy, City Architect, were in attendance. Several architectural firms were submitted to Mr. Vensano, Director of Public Works by the Branch and Building Committee of the Commission for his consideration regarding plans for the library building in the project.

The City Librarian recommends that the list of books on political and economic subjects prepared by the Librarian be purchased from the Fuhrman Bequest Fund in the amount of $132.50 bringing the total expended to date from this fund to $1,518.39.

On motion of Commissioner Schmulowitz, seconded by Commissioner Mohr, the purchase of these books is approved.

The City Librarian reports on the American Library Association Conference to be held in San Francisco June 28 - July 5, 1947, the increase in circulation, the outstanding exhibits during the A.L.A. Conference and the exhibit from the Max Kuhl Collection in the foyer of the Library in celebration of "Religious Book Week."

COMMITTEE ON BOOKS.

No report.

COMMITTEE ON BRANCH LIBRARIES.

Chairman Lacoste reports on lease consumated with the owners of the building housing the Parkside Branch of $100. per month for one year.

Chairman Lacoste reports on possible site for Excelsior Branch located at 4736 Mission Street, one block south of the present location at $175. per month. Chairman Lacoste recommends that this rental figure of $175. per month on a five year lease plus the Library's expense of installing fixtures, heating equipment and flooring is exhorbitant and refers this matter to the Building Committee.

Chairman Lacoste reports on a site at 3347 Fillmore Street as a possible Marina Branch Library. The owners are asking $250. per month rental with no desire to sell. On motion of Commissioner Schmulowitz, seconded by Commissioner McLaughlin, it is recommended that improvements known as 3347 Fillmore Street and the adjoining southerly 25 feet be purchased either by negotions with the owner, or if unsuccessful, by condemnation proceedings for a Marina Branch Library site.

It is so ordered.

JUN 3 - 1947

BUILDING COMMITTEE

Chairman Mohr reports on Excelsior Branch Library, informing the Commission that the present site may have to be vacated within six months and recommends that a surplus war building be obtained and placed on the unimproved land recently purchased by the Library Department located at Russia and London.

The Chairman recommends that Commissioner Mohr in cooperation with the Librarian and Secretary obtain the cost of purchasing surplus buildings, foundation work and installation of utilities.

On motion of Commissioner McLaughlin, seconded by Commissioner Bailey, the Chairman of the Building Committee is given power to act on this matter.

COMMITTEE ON FINANCE AND AUDIT

On motion of Commissioner McLaughlin, seconded by Commissioner Schmulowitz, the following resolutions are adopted:

Resolution No. 53

Resolved that an Interdepartmental Work Order in the amount of $390.00 be issued to the credit of Services of Other Departments to cover estimate No. 866 for painting at the Sunset Branch Library.

Resolution No. 54

Resolved that an Interdepartmental Work Order in the amount of $580.00 be issued to the credit of Services of Other Departments to cover the necessary repairs to the Main Library and branches for the period ending June 30, 1947.

Resolution No. 55

Resolved that the Controller be requested to transfer $5,000.00 from the Wages Appropriation to the Temporary Salaries Appropriation to set up funds for temporary employments for the fiscal year 1947-48 as needed.

Resolution No. 56

Resolved that the Controller be requested to transfer $24,500.00 from the Contractual Services Appropriation to the Binding Appropriation to set up funds for binding for the fiscal year 1947-48.

Resolution No. 57

Resolved that an Interdepartmental Work Order in the amount of $2,000.00 be issued to cover repairs to the Main Library and branches for the quarter July 1, 1947 to September 30, 1947.

Resolution No. 58

Resolved that an Interdepartmental Work Order in the amount of $150.00 be issued to cover repairs to automotive equipment for the quarter July 1, 1947 to September 30, 1947.

Resolution No. 59

Resolved that the Controller be requested to allot $6,500.00 in the Rent Appropriation No. 714.880.00 to provide funds for the rental of branch libraries for the fiscal year 1947-1948.

Resolution No. 60

Resolved that the Controller be requested to encumber the amount of $360.00 from the Contractual Services Appropriation to the credit of Services of Station Keepers to cover their charges for the fiscal year 1947-1948.

Resolution No. 61

Resolved that the Controller be requested to transfer $2,939.00 from the Contractual Services Appropriation to the credit of the Window Cleaning Appropriation to cover the Contract for window cleaning for the fiscal year 1947-1948.

Resolution No. 62

Resolved that an Interdepartmental Work Order in the amount of $50.00 be issued to cover Workmen's Compensation Benefits for the six-month period from July 1, 1947 to December 31, 1947.

The Secretary refers to the reports giving expenditures for the month of May and estimated expenditures for June and recommends their approval by the Commission.

On motion of Commissioner Schmulowitz, seconded by Commissioner Lacoste, the expenditures for May and estimated expenditures for June as follows, are approved:

Salaries	$36667.55
Contractual Services	454.06
Services Station Keepers	30.00
Window Cleaning	246.50
Binding	5422.69
Gas and Electricity	1000.00
Materials and Supplies	342.11
Books, Cards, etc.	5083.25
Equipment	884.00
Pensions	1175.00
Rent	475.00
Services Other Depts.	1670.00
	$53450.16

Salaries	$38000.00
Contractual Services	48.14
Services Station Keepers	30.00
Gas and Electricity	1000.00
Materials and Supplies	149.74
	$39227.88

COMMITTEE ON PUBLIC RELATIONS

No report.

COMMITTEE ON RULES, ADMINISTRATION AND WELFARE OF EMPLOYEES.

No report.

City Librarian informs the Commission of rare books on California and suggests that Commissioner Graves inspect these First Editions and Manuscripts and recommend their purchase out of funds of the Phelan Bequest to the Library Commission at its next regular meeting.

It is so ordered.

COMMUNICATIONS

From Veterans' Administration requesting space in the Business Branch for a specialized library collection to serve the needs of personnel of several Federal Departments and Agencies.

Referred to Librarian for investigation and report to Commission at next meeting.

From Thomas K. McCarthy, Treasurer of City and County of San Francisco, regarding Treasury Bond assigned by George W. Kemper and Joseph Allen, Secretary, (Letter from Bank of America) attached.

Referred to Secretary.

From Joseph J. Phillips, Director of Property re resolution authorizing Director of Property to execute a revocable permit to Pacific Gas and Electric Company as follows:

Resolution No. 63

Authorizing revocable permit to Pacific Gas and Electric Company to construct an electric transmission line across certain city owned land in Kern County.

RESOLVED, that the Director of Property, on behalf of the City and County of San Francisco, a municipal corporation, is hereby authorized and directed to execute a revocable permit to Pacific Gas and Electric Company, a corporation, giving said Company the right to construct, maintain, and operate a pole line for electric service, together with the necessary accessories, over and along the following described City owned real property situated in the County of Kern, State of California:

The easterly 10 feet of the east 1/2 of the southwest 1/4 of the northwest 1/4 of Section 22, T. 29 S., R 21 S., M.D.B & M.

Such permit shall be subject to approval as to form by the City Attorney, and shall be revocable at any time upon thirty (30) days written notice by the Director of Property to the permittee.

The permit herein authorized shall not become effective until Oceanic Oil Company and Harry H. Magee, as Lessees of said land, consent to the same.

Authorization granted.

From Olga Bronson, complaining of lack of adequate reading lights over tables in Main Reading Room.

Acknowledge and place on file

From Donald W. Cleary, Legislative Representative, re the housing of the Sutro Library Collection.

Referred to Secretary for further investigation and report.

There being no further business, the meeting adjourned.

Secty.

July 15, 1947

Proceedings of a special meeting of the Library Commission which convened at 4:00 p.m. in the Commissioners' Room, Main Library, Tuesday, July 15, 1947.

Meeting is called to order at 4:10 p.m., President Cuddy presiding.

On Roll Call the following are noted present: Commissioners Bailey, Cuddy, Graves, Lacoste, McLaughlin and Mohr. Absent; Commissioners Kemper, Oddie, Politzer, Schmulowitz and Shaughnessy.

The Chair informs the Commission that this special meeting is called to discuss the qualifications of the position of X42 Librarian as requested by the Honorable Civil Service Commission in the light of their Scope Circular dated June 27, 1947.

The City Librarian recommends that the following minimum requirements for the position of X42 Librarian be maintained:

1. Graduation from a recognized university or college and completion of a year's course in a recognized school of library science. Note: Students who are now enrolled in a recognized library school and who will have completed a year's course at the end of the present semester would, if they also possess a university or college degree, be considered as meeting this minimum requirement; or

2. Graduation from a recognized university or college and one year's first-class professional library experience within the past four years.

After thorough discussion and on motion of Commissioner McLaughlin, seconded by Commissioner Mohr, the recommendation of the City Librarian is approved.

The City Librarian refers to the residential requirement in the Scope Circular and recommends that this requirement be lifted for a period of one year to provide a broader base for the eligible list by having it open to the following:

1. Applicants possessing either of the above sets of qualifications and having at least one year's residence in the City and County of San Francisco; and

2. Applicants unable to meet the residential requirement but possessing a university or college degree and who would have completed a year's course in a recognized library school.

On motion of Commissioner Lacoste, seconded by Commissioner Mohr, the recommendation of the City Librarian is approved.

The City Librarian recommends that the oral examination specified in the 1946 Scope Circular be retained as a means of testing the personality and general fitness of the applicant for the position.

On motion of Commissioner McLaughlin, seconded by Commissioner Mohr, the recommendation of the City Librarian is approved.

The Chair informs the Commission that if the recommendation of the Library Commission is approved by the Honorable Civil Service Commission, the Scope Circular for X42 Librarian will be printed on the inside front cover of the Library Bulletin for general distribution to all Public, University and College Libraries, as well as other institutions of higher learning.

It is so ordered.

JUL 15 1947

Commissioner Mohr speaks on the American Library Association Conference recently held in San Francisco, the Open House during the Conference, and the cooperation of the San Francisco Museum of Art in lending to the Library paintings of California scenes for the further adornment of the Commissioners' Room.

The Secretary is instructed to write a letter of thanks to Dr. Grace L. McCann Morley, Director of the Museum of Art, on behalf of the Library Commission and Staff.

Commissioner McLaughlin informs the Commission of the serious illness of Commissioner Shaughnessy at St. Francis Hospital.

President Cuddy informs the Commission that a letter will be sent to Commissioner Shaughnessy informing him of the Commission's deep concern over his illness and a hope for speedy recovery.

There being no further business, the meeting is adjourned.

Secretary

JUL 15 1947

August 19, 1947

Proceedings of the postponed August meeting of the Library Commission which convened at 4:00 p.m. in the Commissioners' Room, Main Library.

Meeting is called to order at 4:00 p.m., in the absence of President Cuddy, First Vice-President Oddie presiding.

On roll call the following are noted present: Commissioners Graves, Kemper, Lacoste, Mohr, Oddie and Schmulowitz. Absent: Commissioners Bailey, Cuddy, McLaughlin and Politzer.

The regular business of the Commission is suspended to express deep sympathy for the passing of Commissioner Shaughnessy, a member of the Library Commission since 1945. The Chair appoints Commissioner Schmulowitz to frame a fitting eulogy on the passing of Commissioner Shaughnessy and moves that the meeting be adjourned out of respect for his memory.

It is so ordered.

The regular business of the Commission is resumed and Commissioner George D. Hart enters and is seated.

The minutes of the June meeting and special meeting in July are approved.

The report of the Secretary is approved and placed on file.

The report of the City Librarian is approved and placed on file.

The City Librarian informs the Commission that the lifting of the residence requirements of X42 Librarian was approved by the Civil Service Commission and the Mayor but failed to get favorable passage by a tie vote of the Board of Supervisors.

The City Librarian refers to a letter from President Cuddy to the Civil Service Commission requesting the re-classification of positions in the Reference Department in August 1946 and that so far he has received no answer to this most vital problem.

Commissioner Schmulowitz suggests that Commissioner ~~Oddie~~ Cuddy and City Librarian Clarke meet with Mr. Walsh, President of the Civil Service Commission to expedite this matter.

The City Librarian informs the Commission of Public Library Week and on motion of Commissioner Kemper, seconded by Commissioner Lacoste, the date of September 21-27, 1947, is hereby officially designated as Public Library Week and that a request be made to His Honor, Mayor Roger D. Lapham to issue a proclamation to that effect.

It is so ordered.

The City Librarian recommends that the list of books on political and economic subjects prepared by the Librarian be purchased from the Fuhrman Bequest Fund in the amount of $1,035.50, bringing the total expended to date from this fund to $2,743.02. On motion of Commissioner Graves, seconded by Commissioner Mohr, the purchase of these books is approved.

The City Librarian reports that renovating the upstairs quarters of the Harbor Police Station for use as an Embarcadero Branch would approximate $3,000. and in view of the cut in our present budget for Services of Other Departments from $18,357. granted in 1946-7 to $13,125. for the fiscal year 1947-8, recommends that this work be delayed until sufficient funds are allocated for this purpose.

On motion of Commissioner Graves, seconded by Commissioner Lacoste, it is so ordered.

The problem of adequate lighting in the Reference Room is brought to the attention of the Library Commission and it is recommended that the lighting engineer of the University of California at Los Angeles, as well as the lighting engineers of the Pacific Gas and Electric Company be contacted in reference to our problem for a possible solution.

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The Chair at this time introduces Mr. George Helmer from the City Attorney's Office and Mr. Eugene Riordan from the Real Estate Department, regarding lease of the Navy Building situated on Library property.

After much discussion concerning this vital problem, a resolution is introduced by Mr. George Helmer of the City Attorney's Office and is read as follows:

Resolution #71

WHEREAS on the 19th day of March, 1945 certain lands under the control of the Library Commission located at the southwest corner of Hyde and McAllister Streets were leased by the City and County of San Francisco to the United States Government; and

WHEREAS in accordance with the terms of said lease, the United States Navy erected a two-story office building for the use of the 12th Naval District on this land; and

WHEREAS the termination date of said lease is indefinite, being set at six months after the termination of the existing states of war; and

WHEREAS the United States Navy, through the Commandant 12th Naval District, has signified a willingness to surrender said premises to the City and County of San Francisco on June 30, 1948 and terminate the lease as of that date if the lease is modified to permit the War Assets Administration to occupy said building until that date; and

WHEREAS the Commandant 12th Naval District has further agreed that if this modification is made that the terms of the lease may be also modified so that the City and County of San Francisco may enter into negotiations for the purchase of the building erected on these premises, which may not be done under the existing lease; and

WHEREAS it is most necessary and desirable that the said land be returned to the City and County of San Francisco as soon as possible, together with the building erected thereon, now therefore

IT IS HEREBY RESOLVED, that this commission approves the proposed modifications to the described lease and requests the Board of Supervisors to enact the necessary legislation to authorize the Director of Property to execute such modifications on behalf of the City and County of San Francisco.

On motion of Commissioner Schmulowitz, seconded by Commissioner Kemper, the above resolution is hereby adopted.

Commissioner Schmulowitz recommends that the following declaration of policy in the form of a resolution be made by the Library Commission:

Resolution #72

Resolved that the modification of the lease affecting the Navy Department has been authorized upon the condition that if the City and County of San Francisco should become the purchaser of the premises now occupied by the Navy Department, said entire premises will be under the same control and custody of the Library Department as the land upon which said improvements are and shall be located.

On motion of Commissioner Kemper, seconded by Commissioner Mohr, the above resolution is hereby adopted.

COMMITTEE ON BOOKS

No report.

COMMITTEE ON BRANCH LIBRARIES

Chairman Lacoste reports on month-to-month tenancy in store building occupied by the Excelsior Branch and the deplorable condition of the Potrero Branch headquarters; and recommends that war surplus buildings be obtained for erection on parcels of land now owned by the Library Department located in these districts to

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alleviate the present situation and to provide adequate service to the public until such time as capital funds are appropriated to build permanent structures.

Chairman Lacoste informs the Commission on the Marina Branch site and the prohibitive cost of condeming the property recommended by the Branch Committee at the last regular meeting of the Commission.

City Librarian Clarke suggests that the Library Commission attempt to obtain a portion of land from the Recreation Department on Chestnut Street adjoining the Marina Junior High School.

The Chair refers this matter to the Branch and Building Committees for further investigation and report.

On motion of Commissioner Kemper, seconded by Commissioner Mohr, the City Librarian is instructed to address a letter to the Chief Administrative Officer advising him that the Library Department desires to obtain the two buildings now occupied by the American Red Cross situated in the Civic Center for temporary library buildings in the Excelsior and Potrero Districts.

Commissioner Kemper recommends that an estimate be obtained from the Board of Public Works for the dismantling, removing, and re-assembling of these buildings on Library property.

It is so ordered.

COMMITTEE ON BUILDINGS

Chairman Mohr reports on meeting held with Mr. Brooks, Chief Administrative Officer regarding the naming of an architect for the proposed branch library in the Sunset Community Center. The original list of architects submitted was rejected and another list containing the names of many prominent architects was sent to Mr. Brooks. Commissioner Mohr stated that at this time no word has been received from either Mr. Brooks or Mr. Vensano on this matter.

Chairman Mohr speaks on receiving a letter from a real estate agent in the Parkside District regarding a possible site for a branch library and was cautioned by Mr. Eugene Riordan of the Real Estate Department to delay action for several months due to the inflationary price of land at the present time.

Chairman Mohr recommends that as we have recently entered into a new lease for a year on the present premises that Mr. Riordan's advice be taken.

It is so ordered.

COMMITTEE ON FINANCE & AUDIT

On motion of Commissioner Kemper, seconded by Commissioner Mohr, the following resolutions are adopted:

Resolution #64

Resolved that an Interdepartmental Work Order be issued to cover repairs to the Sunset Branch Library as per Job Estimate No. 115 for the Department of Public Works in the amount of $900., work to be performed as follows: Renew copper saddle on main vent; repair copper gutters and install iron ladder on outside building.

Resolution #65

Resolved that the surplus in the amount of $5,000. that has accrued to the credit of the Fuhrman Bequest Fund be invested in United States Treasury Bonds.

Resolution #66

Resolved that the Controller be instructed to allot $2,000.00 additional in the Material and Supplies Appropriation to cover necessary purchases of materials and supplies during the first quarter of the present fiscal year.

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Resolution #67

Resolved that the Controller be instructed to allot one-quarter of the amount budgeted for the Allowance for Overtime in the amount of $250.00 for the fiscal year 1947-48 to cover charges for the month of July 1947.

Resolution #68

Resolved that the Mayor be requested to provide a supplemental appropriation ordinance in the amount of $1,777. to increase the number of C104 Janitors from 6 to 7 and decrease the number of C102 Janitresses from 2 to 1 to start from September 16, 1947.

Resolution #69

Resolved that an Interdepartmental Work Order in the amount of $166. be issued to the Services of Other Departments to cover the services of a painter for the period from September 16 to 30 1947.

Resolution #70

Resolved that the Controller be requested to allot $1,000. from the amount budgeted for Equipment for the fiscal year 1947-48 to purchase items needed at this time.

The Secretary refers to the report giving expenditures for the month of July and estimated expenditures for August and recommends their approval by the Commission.

On motion of Commissioner Schmulowitz, seconded by Commissioner Lacoste, the expenditures for July and estimated expenditures for August, as follows, are approved:

Salaries	$43,842.66
Contractual Services	3,264.89
Services Station Keepers	30.00
Window Cleaning	324.00
Binding	4,718.42
Gas and Electricity	1,000.00
Material and Supplies	3,616.98
Books, Cards etc.	15,627.18
Pensions	3,700.00
Compensation Insurance	50.00
Membership dues	39.10
Rent	1,000.00
Services Other Depts.	3,050.00
	$80,263.23

Salaries	$44,000.00
Contractual Services	1,000.00
Services Station Keepers	30.00
Window Cleaning	80.00
Binding	1,000.00
Gas and Electricity	1,000.00
Material and Supplies	1,000.00
Books, Cards etc.	5,000.00
Pensions	3,700.00
Rent	500.00
	$57,310.00

COMMITTEE ON PUBLIC RELATIONS

The Chair announces that Public Library Week will be held from September 21-27, 1947 and that the Bay Area Libraries be invited to participate with the San Francisco Public Library in celebration of this event.

COMMITTEE ON RULES, ADMINISTRATION AND WELFARE OF EMPLOYEES

No report.

OLD BUSINESS

City Librarian Clarke informs the Commission of the Veteran's Administration's request for space in the Business Branch for a specialized library collection to serve the needs of personnel of several Federal Departments and Agencies. This collection to become the property of the Library Department and will serve the needs of the community at large.

COMMUNICATIONS

a. From Mrs. Bernice Tredway requesting the formation of a circle for reading and discussing the great books.

Secretary to inform Mrs. Treadway of our further investigation of this matter and report.

b. From Eugene Staley, Educational Director, World Affairs Council, thanking the Secretary for photographs of the Friends of Libraries luncheon.

Acknowledge and place on file.

c. Note of appreciation from the family of the late Frank C. Shaughnessy.

Acknowledge and place on file.

d. Notice of amending Section #7, Bill #3995, pertaining to the bonding of eleven Library Commissioners.

Place on file.

e. From the Community Music School requesting the use of the Assembly Hall for musical instruction.

City Librarian instructed to regretfully deny their request.

Commissioner Schmulowitz submits the following resolution as requested by the chair in memory of the late Commissioner Frank C. Shaughnessy.

WHEREAS there has come to the attention of the Library Commission the untimely passing of Commissioner Frank C. Shaughnessy, and

WHEREAS it is the desire of the Commission to pay due respect to the civic service and the memory of Commissioner Shaughnessy,

NOW THEREFORE BE IT RESOLVED that when the Library Commission adjourns its meeting today it do so expressing its tribute to Commissioner Shaughnessy and out of respect to his memory a copy of this resolution certified by the Secretary of the Commission be sent to the members of his family.

There being no further business, the meeting adjourned.

J. J. Allen
Secretary

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September 16, 1947

Proceedings of the postponed September meeting of the Library Commission, which convened at 4:00 p.m. in the Commissioners' Room, Main Library.

Meeting is called to order at 4:00 p.m. President Cuddy Presiding.

On roll call the following are noted present: Commissioners Bailey, Cuddy, Graves, Hart, Lacoste, Mohr and Schmulowitz. Absent: Commissioners Kemper, McLaughlin, Oddie and Politzer.

The minutes of the August meeting as amended are approved.

The report of the Secretary is approved and placed on file.

The City Librarian informs the Commission of a meeting with the Civil Service Commission regarding the reclassification of certain positions in the Library Department and that it was agreed to have a joint meeting to discuss this matter thoroughly.

The City Librarian reports to the Commission the status of the Sutro Library and informs the Commission that it was too late to bring the matter to a successful conclusion at the last regular session of the State Legislature. It is suggested that the groundwork be laid at an early date and that the Secretary hold a conference with Mr. Donald Cleary, Legislative Representative of the City and County of San Francisco in the near future to determine our course of action.

Commissioner Schmulowitz recommends that a request be made to the State Educational Department which has jurisdiction over the Sutro Library for the Library Commission to become trustees of the Sutro Collection and further that the State allocate funds for its preservation. It is also recommended that we act in the capacity of Trustees rather than as beneficiaries of this valuable collection.

It is so ordered.

The City Librarian reports on removal of the cement walk on the south side of the Main Library and the planting of shrubs to beautify the building. The Park Department was contacted for this work and a request was made for a work order. As no funds are available in our present budget for this work it is suggested that a request be made in our budget for 1948-9 to complete this project.

The City Librarian refers to the matter of a survey and the Chair informs the Commission that this matter has been referred to the Chairman of the Public Relations Committee to investigate the possibility of financial assistance from various foundations interested in this type of project. The Secretary is instructed to contact Commissioner Oddie for a report from his Committee to the Chair within two weeks.

The City Librarian reports on the Duplicate Pay Plan and recommends that action be delayed on this project pending the anticipated survey.

The establishment of a Documents Division is discussed and the City Librarian reports that a new position created in the present budget makes possible the beginning of this division under the jurisdiction of the Reference Department.

Regarding the examination for the position of X42 Librarian, the City Librarian informs the Commission that 24 applications were received by the Civil Service Commission at the date of closing and of this number, 10 were disqualified leaving 14 eligible to take this examination. Nineteen vacancies exist in the Department at the present time.

The policy regarding book purchases was discussed and insofar as a revision of the present purchasing ordinance will be ready in a few weeks which will give greater freedom in the purchase of books, it is suggested that no action be taken at this time by the Commission.

It is so ordered.

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The question of re-locating the desk in the Children's Room was discussed and due to the deletion in the budget of the amount requested for this work, the City Librarian suggests that temporary relief be obtained by the expenditure of a sum not to exceed $250.00.

It is further suggested that an estimate on installing a new desk be obtained and a report made at the next regular meeting of the Commission.

The City Librarian reports on preparations for Public Library Week, September 21-27, the meeting held with the Bay Area Librarians, the proclamation from His Honor, Mayor Roger D. Lapham and the campaign of newspaper and radio publicity during this week.

The City Librarian concludes his report to the Commission by announcing the approach of an all-time record of circulation and borrowers and directs the Commission's attention to the Nat Schmulowitz Collection of Humor and Wit now on exhibition in Phelan Memorial Hall.

The City Librarian recommends that the list of books on political and economic subjects prepared by the Librarian be purchased from the Fuhrman Bequest fund in the amount of $652.25 be approved.

On motion of Commissioner Graves, seconded by Commissioner Lacoste, it is so ordered.

The City Librarian refers again to the possibility of housing the Documents Division, the Humor Collection and a Seminar Room in the present quarters now occupied by the City Librarian.

The Chair directs the Building Committee to study the possibility of moving the Librarian's Office to the 3d Floor in the interest of efficiency and the utilization of the present quarters for housing the Patent Collection, Seminar Room and the Humor Collection.

It is so ordered.

The question of a Municipal Reference Library is discussed and the City Librarian requests that this matter be deferred until a complete report is made from questionnaires received.

The report of the Charter Revision Committee to the Mayor and Board of Supervisors is discussed and the Chair directs the Secretary to communicate with the Chairman regarding the proposed revisions concerning the Library Department and request the appearance of members of the Library Commission before this Committee to again present our case.

COMMITTEE ON BOOKS.

No report.

Committee on Branch Libraries.

No report.

Committee on Buildings.

Chairman Mohr reports on a possible site for the Marina Branch Library on Chestnut Street adjoining the Marina Junior High School, belonging to the Recreation Department. Commissioner Mohr informs the Commission of her conversation with Miss Josephine Randall who stated that there might be a possibility of acquiring a portion of recreation area and suggested an appearance of the Building Committee before the Recreation Commission.

Commissioner Mohr speaks also of an unimproved piece of property on Fillmore Street between Chestnut and Lombard that was considered several years ago.

Chairman Mohr motions, and is seconded by Commissioner Lacoste that Mr. Eugene Riordan of the Real Estate Department ascertain the price of acquisition through outright purchase or condemnation of this unimproved piece of land on the west side of Fillmore Street,

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Approximately 50 feet north of Lombard Street.

It is so ordered.

Chairman Mohr reads a communication from Mr. H. C. Vensano, Director, Department of Public Works, requesting the duly authorized representative of the Commission to execute an architectural contract for the Branch Library Building in the Sunset Community Center.

On motion of Commissioner Mohr, seconded by Commissioner Hart, the request of the Director of Public Works be laid over until the next meeting of the Commission.

It is so ordered.

COMMITTEE ON FINANCE AND AUDIT.

On motion of Commissioner Lacoste, seconded by Commissioner Schmulowitz, the following resolutions are adopted:

Resolution No. 73

Resolved that an Interdepartmental Work Order in the amount of $3,000.00 be issued to cover repairs to the Main Library and branches for the quarter October 1, 1947 to December 31, 1947.

Resolution No. 74

Resolved that an Interdepartmental Work Order in the amount of $150.00 be issued to cover repairs to automotive equipment for the quarter October 1, 1947 to December 31, 1947.

Resolution No. 75

Resolved that an Interdepartmental Work Order in the amount of $20.00 be issued to cover Photostating records for the quarter October 1, 1947 to December 31, 1947.

On motion of Commissioner Mohr, seconded by Commissioner Lacoste, the expenditures for August and estimated expenditures for September as follows are approved:

Salaries	$44143.02
Contractual Services	418.59
Services Station Keepers	8 30.00
Window Cleaning	79.50
Gas and Electricity	1000.00
Materials and Supplies	668.35
Books, Cards etc.	3520.32
Equipment	4.92
Pensions	3700.00
Rent	500.00
	$54064.70

Salaries	$44000.00
Contractual Services	500.00
Services Station Keepers	30.00
Window Cleaning	80.00
Binding	1000.00
Gas and Electricity	1000.00
Materials and Supplies	500.00
Books, Cards etc.	5000.00
Pensions	3700.00
Rent	500.00
Services Other Departments	3150.00
	$59460.00

Committee on Public Relations.

No report.

Committee on Rules, Administration, Welfare of Employees

No report.

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NEW BUSINESS

Commissioner Mohr informs the Commission of the tri-district meeting of the California Library Association to be held on October 5, 1947 at Santa Cruz, California. Miss Mabel Gillis will speak on "Regional Plan of Public Libraries." Commissioner Mohr mentions a noon luncheon and afternoon meeting of the Trustee Section of C.L.A. at Santa Cruz and is forwarding a communication as recommending a Northern California Library Week with the ultimate goal of a state-wide celebration.

The City Librarian recommends that two employees of the Library Department be authorized to attend the Tri-district meeting of the C.L.A. One being the Chairman of the Executive Committee and one to be selected by a vote of the professional employees of the Staff Association, and further that a maximum of $25.00 be appropriated to Cover necessary expenses for this Conference.

On motion of Commissioner Laooste, seconded by Commissioner Mohr, it is so ordered.

The Chair informs the Commission that an agenda recap of all unfinished business will be brought before the Commission at quarterly intervals for discussion and completion.

COMMUNICATIONS

a. From Los Angeles Public Library expressing appreciation for use of Psychological warfare leaflets.

Acknowledge and place on file.

b. From Los Angeles County Library re: Program--"Meet the Author."

Refer to Chairman, Public Relations Committee.

c. From the "Great Books Foundation" pamphlet on reading and discussing the great books.

Referred to Chairman, Public Relations Committee.

There being no further business, the meeting is adjourned.

Secretary

SEP 16 1947

October 7, 1947

Proceedings of the October meeting of the Library Commission which convened in the Commissioners' Room, Main Library.

Meeting is called to order at 4:00 p.m., President Cuddy presiding.

On roll call the following are noted present: Commissioners Cuddy, Graves, Hart, Lacoste, Mohr and McLaughlin. Absent: Commissioners Bailey, Kemper, Oddie, Politzer and Schmulowitz.

The minutes of the September meeting are approved.

The report of the Secretary is approved and placed on file.

The City Librarian reports to the Commission on Library week, the publicity in newspapers and on the air, the cooperation of the bay area librarians and the resultant increase in circulation, due in great part to the many activities and city-wide publicity given to the Public Library.

The City Librarian informs the Commission that President Cuddy and he will attend a meeting on Wednesday, October 8, 1947 with the Civil Service Commission to discuss the re-classification of certain positions in the Library Department.

The City Librarian speaks on the document collection and refers to a communication from the United States Government Printing Office reciting numerous complaints reaching the Division of Public Documents relative to the inadequate housing, improper shelving and actual distruction of documents in certain depositories now being maintained as public libraries.

The City Librarian emphasizes the fact that the Superintendent of Documents can thoroughly investigate the condition of all libraries that are designated depositories and if documents are not properly housed, if sufficient help is not available to make the information readily available to the public, there will be no alternative but to terminate the depository privileges of certain libraries.

The City Librarian recommends to the Commission that they thoroughly investigate and analyze the need of a Documents Division, and concludes with the information that lack of space and limited personnel at the present time precludes any immediate remedy to the situation.

The City Librarian informs the Commission that by November 1, 1947, all limited tenure help will be discontinued unless an extension of the present emergency is proclaimed by His Honor, Mayor Roger D. Lapham. There are now 19 vacancies from the permanent rolls and 75 vacancies on the temporary rolls that must be filled immediately if the Mayor does not extend the emergency period. Should the Mayor fail to extend this emergency period, our only alternative will be to restrict the hours of operation and service to the public.

Commissioner Hart recommends that the City Librarian communicate by letter to His Honor, Mayor Roger D. Lapham and inform him of our plight.

It is so ordered.

Mr. Clarke suggests that at the meeting with the Civil Service Commission, a request be made to lower the qualifications for the examination for part-time and substitute librarians.

The City Librarian refers to the question of re-locating the desk in the Children's Room and after discussing the cost involved, it is the suggestion of Commissioner McLaughlin to lay this matter over until the latter part of the fiscal year to determine ways and means of financing this alteration.

COMMITTEE ON BOOKS

No report.

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COMMITTEE ON BRANCH LIBRARIES

Commissioner Lacoste reports on possible Marina Branch site located on the north side of Lombard Street, between Fillmore and Webster Streets, approximately 55' x 137'6".

On motion of Commissioner McLaughlin, seconded by Commissioner Graves, the Branch and Building Committee is directed to inspect the premises for location and purchase with power to act.

It is so ordered.

Commissioner Lacoste further reports on two possible sites in the Parkside District for branch purposes. One located on the S.E. corner of 25th and Taraval and the other on the S.W. corner of 26th and Taraval Street.

Commissioner Lacoste suggests that the other members of the Branch and Building Committee inspect these two locations for possible purchase and submit its recommendation to the Commission at its next meeting.

COMMITTEE ON BUILDINGS

Commissioner Mohr reports on an unimproved piece of property located on the west side of Fillmore Street, 75' north of Lombard street, approximately 47'6" x 137'6" for a Marina Branch location discussed at the September meeting of the Commission. Mr. Eugene Riordan from the Real Estate Department informs the chairman that the owners, although not desirous of selling, may consider $25,000. Condemnation proceedings, however, may reduce this asking price.

Commissioner Mohr speaks on the possibility of obtaining surplus government buildings for the Excelsior and Potrero branches from the War Assets Administration. Mr. Farrington who is in charge of real property sales for the W.A.A. will enter our request for suitable buildings of approximately 30' x 100' and when obtainable will notify the Library Department.

Commissioner Mohr speaks on the appointment of an architect for the Sunset Development Project and refers this matter to the Commission for discussion. The Chair informs the Commission of a new list of architects submitted to Mr. Brooks, Chief Administrative Officer, for his consideration, and a report at the next regular meeting of the Library Commission will be made.

COMMITTEE ON FINANCE AND AUDIT

On motion of Commissioner Lacoste seconded by Commissioner McLaughlin, the following resolutions are adopted:

Resolution No. 76

Resolved that the Controller be requested to transfer the amount of $300.00 from the Rent Appropriation to the credit of Compensation Insurance to cover charges to one of our employees hurt last year but still our liability.

Resolution No. 77

Resolved that an additional Interdepartmental Work Order in the amount of $300.00 be issued to cover charges of Compensation Insurance that have accrued due to payments to one of our employees last year but still our liability.

Resolution No. 78

Resolved that the Real Estate Department be issued an Interdepartmental Work Order in the amount of $100.00 charged to the Fuhrman Bequest, for services and expenses in re leasing of City owned oil lands acquired from the Estate of Alfred Fuhrman, deceased. Authorized by Ordinance No. 1638, Bill No. 1704.

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Resolution No. 79

Resolved that the Controller be requested to allot $2,000. in the Equipment Appropriation for purchases to the period ending December 31, 1947.

Resolution No. 80

Resolved that the sum of not to exceed $75.00 be appropriated to defray the expenses of the three members of the staff to the Tri-District meeting of the California Library Association meeting at Santa Cruz, October 4 and 5, 1947.

Resolution No. 81

Resolved that an additional Interdepartmental Work Order in the amount of $35.00 be issued to cover repairs to automotive equipment for the quarter from July 1, 1947 to September 30, 1947.

Resolution No. 82

Resolved that the Controller be requested to transfer the amount of $50.00 from the Rent Appropriation to the credit of Automobile Insurance to cover the excess in the premium charged for 1947-48 over the amount budgeted for the fiscal year.

On motion of Commissioner Lacoste, seconded by Commissioner Mohr, the expenditures for September and estimated expenditures for October as follows are approved:

Salaries	$42053.53
Contractual Services	470.00
Services Station Keepers	30.00
Window Cleaning	79.50
Gas and Electricity	800.00
Materials and Supplies	1675.00
Books, Cards etc.	8220.00
Equipment	961.49
Pensions	3700.00
Rent	500.00
Compensation Insurance	300.00
Membership dues	8.10
Services Other Departments	3170.00
	$61967.62

Salaries	$44000.00
Contractual Services	500.00
Services Station Keepers	30.00
Window Cleaning	80.00
Binding	1000.00
Gas and Electricity	800.00
Materials and Supplies	500.00
Books, Cards etc.	5000.00
Pensions	3700.00
Rent	500.00
Membership dues	50.00
	$56160.00

COMMITTEE ON PUBLIC RELATIONS

No report.

COMMITTEE ON RULES, ADMINISTRATION AND WELFARE OF EMPLOYEES

No report.

OLD BUSINESS

Commissioner McLaughlin speaks on the question of foundation assistance for a library survey and recommends that Commissioner Oddie be appointed chairman assisted by President Cuddy and herself.

It is so ordered.

The Chair refers the question of the Sutro Library Collection to the entire Commission for discussion and after due deliberation by the Commissioners it is the unanimous opinion that this matter be deferred until (1) adequate financing of the new wing to the Main Library is made possible, (2) agreeing on a definite course of action to be taken with the Department of Education, State of California, as regards the housing, cataloguing and administration of the Sutro Collection.

NEW BUSINESS

The Chair appoints Commissioner Hart to the following committees: Finance and Audit, Law and Municipal Relations and Rules, Administration and Welfare of Employees.

COMMUNICATIONS

From Parkside District Improvement Club re: location of Parkside Branch.

Acknowledge and refer communication to Branch and Building Committee.

From Anthoney E. Maggio, real estate operator submitting an unimproved piece of property in the Parkside District for a library site.

Acknowledge and refer communication to Branch and Building Committee.

From Department of Finance, enclosing copy of State post-war building program.

Acknowledge and place on file.

There being no further business, the meeting adjourned.

Secretary

OCT 7 1947

November 4, 1947

Proceedings of the November meeting of the Library Commission which convened in the Commissioners' Room, Main Library.

Meeting is called to order at 4:00 p.m., President Cuddy presiding.

On roll call the following are noted present: Commissioners Cuddy, Graves, Hart, Kemper, Lacoste, McLaughlin, Mohr, Politzer, Schmulowitz. Absent: Commissioners Bailey and Oddie.

The minutes of the October meeting are approved.

The report of the Secretary is approved and placed on file.

The City Librarian informs the Commission that an all-time high in circulation and borrowers has been reached this past month, and credits the various activities and exhibits sponsored by the Library, as well as Public Library Week contributing to this record.

The City Librarian announces that the San Francisco Public Library has been chosen as one of a group of libraries for a survey financed by a grant of $175,000 from the Carnegie Corporation of New York and conducted by the Social Science Research Council. In each of the 49 communities selected for study, the character of the Library facilities and their relation to the needs of the population will be analyzed, according to Dr. R. D. Leigh, Director of the inquiry.

The Chair suggests that the Survey Committee meet with the Social Science Research Council Committee at luncheon for a general discussion of library matters and assist in any way possible to make this survey a success.

The City Librarian recommends that the list of books on political and economic subjects prepared by the Librarian be purchased from the Fuhrman Bequest Fund in the amount of $157.14 be approved.

On motion of Commissioner Graves, seconded by Commissioner Politzer, it is so ordered.

The City Librarian informs the Commission of preparations now under way for inclusion in the budget for the fiscal year 1948-9 of sufficient money for a Documents Division, additional personnel, maintenance and repair, etc. and suggests that a committee be appointed immediately to conclude this work before January 1948.

On motion of Commissioner McLaughlin, seconded by Commissioner Schmulowitz, the chairman of the standing committees is appointed to the Budget Committee.

The City Librarian reports on the request of Dean Haggerty of St. Mary's College for use of the Commissioners' Room to train leaders and discuss the Great Books, the program of the Book Club of California, National Book Week, November 16-22, Jewish Book Month and Catholic Book Week. Appropriate displays and exhibits will be arranged for these events by the staff of the Public Library.

The City Librarian concludes his remarks with the announcement that over 3,000 persons have attended the weekly record concerts in the Assembly Hall during the months of August and September.

Book Committee

No report

NOV 4 1947

COMMITTEE ON BRANCH LIBRARIES

Chairman Lacoste reads a communication from the Real Estate Department regarding the purchase price of an unimproved piece of property located on the West side of Fillmore street between Chestnut and Lombard streets, having a frontage of 47'6" on Fillmore, by 110' in depth. It is the opinion of the Real Estate Department that the land could be purchased for $25,000.

In reference to another piece of property for library purposes in the Marina District, the Real Estate Department estimates that the north side of Lombard street, 137'6" west of Webster street, with a frontage of 55' on Lombard street, could be purchased for $15,000.

After thoroughly discussing the above-mentioned parcels of land it is the suggestion of Commissioner Schmulowitz that the entire Commission inspect a portion of the Recreation Department's land situated on the North side of Chestnut street, immediately adjoining the playfield of Marina Junior High School, approximately 85' x 100' and further that the joint committee of Branch and Buildings, confer with Miss Josephine Randall and the Recreation Commission as to the possibility of using said land as a site for the proposed Marina Branch Library.

It is so ordered.

Chairman Lacoste reads a communication from Mrs. Areline Randall, Secretary, Bayview District Coordinating Council, requesting a branch library in the South Basin District.

The Chair refers this matter to the Branch Committee for further investigation and report.

COMMITTEE ON BUILDING

Chairman Mohr speaks on two locations in the Parkside District for Library sites and concludes that the S. W. corner of 26th avenue and Taraval street would be the best site obtainable.

Commissioner McLaughlin recommends that the Real Estate Department confer with the owners, estimate its purchase price and report its findings to the Commission at its next regular meeting.

It is so ordered.

Chairman Mohr reads a communication from Thomas A. Brooks, Chief Administrative Officer, regarding the appointment of the firm of Weihe, Frick & Kruse as architects for the Sunset Community Center Library.

On motion of Commissioner Mohr, seconded by Commissioner Lacoste, the appointment of the firm of Weihe, Frick and Kruse is hereby confirmed.

Chairman Mohr discusses the proposed lighting of the Reference Room and speaks of her recent visit to the University of California at Los Angeles Library for the purpose of obtaining the latest information on high ceiling illumination.

It is the recommendation of Commissioner Mohr that the P. G. & E. lighting experts be called in to assist the Committee in this problem of adequate lighting.

Chairman Mohr concludes her remarks by stating that the information she has received from U. C. L. A. as to Documents Division, micro-filming, etc. be discussed at the next regular meeting.

COMMITTEE ON FINANCE & AUDIT

On motion of Commissioner Kemper, seconded by Commissioner Lacoste, the following resolutions are adopted:

NOV 1947

Resolution No. 83

Resolved that the Controller be requested to allot an additional amount of $1,000.00 in the Services of Other Departments appropriation to cover charges for repairs to our branches for the period ending December 31, 1947.

Resolution No. 84

Resolved that the Controller be requested to allot an additional amount of $500.00 in the Material and Supplies appropriation to cover purchases thru the period ending December 31, 1947.

Resolution No. 85

Resolved that an additional Interdepartmental Work Order in the amount of $1,000.00 be issued to the credit of Services of Other Departments to cover charges for repairs to the Main Library and branches for the period ending December 31, 1947.

On motion of Commissioner Mohr, seconded by Commissioner Lacoste, the expenditures for October and estimated expenditures for November as follows are approved:

Salaries	$41532.06
Contractual Services	4900.00
Services Station Keepers	30.00
Window Cleaning	244.50
Binding	6388.04
Gas and Electricity	1000.00
Materials and Supplies	1000.00
Books, Cards etc.	5314.00
Equipment	365.69
Pensions	3700.00
Rent	500.00
Automobile Insurance	317.80
Membership dues	94.96
Services Other Departments	186.19
	$64573.24

Salaries	$44000.00
Contractual Services	500.00
Services Station Keepers	30.00
Window Cleaning	80.00
Gas and Electricity	1000.00
Materials and Supplies	500.00
Books, Cards etc.	5000.00
Pensions	3700.00
Rent	500.00
Membership dues	50.00
	$55360.00

COMMITTEE ON PUBLIC RELATIONS

No report.

COMMITTEE ON RULES, ADMINISTRATION AND WELFARE OF EMPLOYEES

No report.

NEW BUSINESS

The Chair refers the matter of Dr. Carruthers' plan for an aeronautical collection to be housed in the main public library to the Book Committee for further study and report.

COMMUNICATIONS

a. From the San Francisco Girl Scout Council, Adult Education Committee, thanking the Commission for the use of the Assembly Room.

Acknowledge and place on file.

NOV 4 1947

b. From Thomas A. Brooks, Chief Administrative Officer, appointing the firm of Wieke, Frick and Kruse, architects for the proposed Sunset Community Center branch of the Public Library.

President Cuddy to acknowledge.

c. From Eugene Riordan, Real Estate Department, re: purchase of land in Marina District for Library site.

Refer to Branch and Building Committees.

d. From Areline Randall, Secretary, Bay View District Coordinating Council, requesting branch library in the South Basin and Double Rock districts.

Refer to Branch Committee.

e. From Mr. Earl Walker of the San Francisco Record Society, offering his assistance in forming a record collection to be housed in the Main Library, as well as donating furniture and drapes for Assembly Room.

Communication laid over until next regular meeting.

f. From Los Angeles Public Library re: Great Books Foundation.

Refer to Commissioner Oddie.

There being no further business, the meeting is adjourned.

Secretary

NOV 1 1947

December 2, 1947

Proceedings of the December meeting of the Library Commission which convened in the Commissioners' Room, Main Library.

Meeting is called to order at 4:00 p.m. President Cuddy presiding.

On roll call the following are noted present: Commissioner Cuddy, Graves, Hart, Kemper, Lacoste, McLaughlin, Mohr and Schmulowitz. Absent: Commissioners Bailey and Politzer.

The minutes of the November meeting are approved.

The report of the Secretary is approved and placed on file.

The City Librarian reports that the Civil Service Commission had commenced its investigation of certain positions, namely: five positions of B210 Office Assistant and the positions of Head Librarian of the Music, Order and Catalog Departments.

The City Librarian recommends that sufficient funds be made available in the 1948-9 budget to provide for two separate divisions for the Art and Public Documents.

The City Librarian requests the President to designate Tuesday, December 9, 1947 at 2:00 p.m. as a special meeting to discuss the Library Department's budget for 1948-9. This committee to be composed of the chairmen of the standing committees.

It is so ordered.

The City Librarian recommends that the list of books on political and economic subjects prepared by the Librarian be purchased from the Fuhrman Bequest Fund in the amount of $160.93 be approved.

On motion of Commissioner Schmulowitz, seconded by Commissioner McLaughlin, it is so ordered.

Commissioner Graves requests the City Librarian to inquire as to the 10% discount on the list of books submitted instead of the usual 30% discount granted city purchases and report his findings at the next regular meeting of the Commission.

COMMITTEE ON BOOKS

Chairman Graves speaks on book plates for the various collections donated to the Library and recommends the Fuhrman Bequest books contain book pockets with proper inscription for circulation.

The Secretary is instructed to place an order for the printing of book plates and pockets.

Chairman Graves speaks on the monthly report of circulation throughout the library system and recommends that a more specific report on circulation of fiction and non-fiction and periodicals be made from time to time.

COMMITTEE ON BRANCH LIBRARIES

Chairman Lacoste reads a letter from T. A. Brooks regarding the use of two temporary structures now located in the Civic Center and occupied by the Red Cross, for temporary branch library buildings in the Excelsior and Potrero districts.

Chairman Lacoste recommends that the Secretary reply to Mr. Brooks, stating that when these structures are vacated the Library Department receive first consideration. Commissioner Kemper further suggests that the geographical location for these two structures be included in the letter and our reasons for prompt action in this matter.

It is so recommended.

Commissioner Lacoste reads a communication from Anna Linsley, President, Fairmount Improvement Club, requesting a branch library in the Fairmount District.

DEC 2 1947

Commissioner McLaughlin recommends that consideration be given to this appeal and that the matter be referred to the Branch and Building Committee for further study and report.

The Chair speaks on the subject of strategically located branch sites throughout the City and suggests a preliminary discussion with the City Planning Commission for their assistance and advice.

Commissioner Hart moves and is seconded by Commissioner McLaughlin that the Secretary arrange a conference with the City Planning Commission and the Branch and Building Committee for a preliminary discussion of branch library locations throughout the city.

Commissioner Lacoste concludes her report by informing the Commission of a visit by the Branch Committee to the South Basin and Double Rock District in response to their appeal for a branch library.

The Secretary informs the Commission that a reply to the Coordinating Council of the South Basin and Double Rock District has been made relative to the establishment of a branch library in that District and included in the communication a request for assistance in recommending a location to best fit the needs of the entire area.

COMMITTEE ON BUILDING

Chairman Mohr reads a communication from the Recreation Department relative to the establishment of a branch library building in Funston Playground as the result of a meeting held with the Recreation Commission and the Branch and Building Committees of the Library Commission.

Chairman Mohr moves and is seconded by Commissioners Kemper and Hart that the following resolution be adopted.

RESOLUTION No. 93

RESOLVED that in accordance with the provisions of Part 1, Section 159 of the San Francisco Municipal Code, His Honor, Mayor Roger D. Lapham, be requested to grant permission to erect and operate a branch library on Recreation Department property at Funston Playground and more particularly described as the N. side of Chestnut Street, 478.75' East of Fillmore Street, thence running easterly 80 feet, thence northerly 100 feet, thence westerly 80 feet, thence southerly 100 feet to the point of commencement.

AND BE IT FURTHER RESOLVED, that in the event this site is abandoned by the Library Department at some future date, said land to revert to the jurisdiction of the Recreation Department.

Commissioner Mohr informs the Commission of the proposed architectural contract between the City and County of San Francisco and Weike, Frick and Kruse for the preparation of plans and specifications in connection with the construction of a branch library building in the Sunset Community Center.

On motion of Commissioner Schmulowitz seconded by Commissioner Mohr, the President is authorized to execute this contract.

COMMITTEE ON FINANCE AND AUDIT

On motion of Commissioner Schmulowitz, seconded by Commissioner Lacoste, the following resolutions are adopted:

RESOLUTION NO. 86

Resolved that the Controller be requested to allot the amount of $7,000. in the Contractual Services appropriation to cover the purchase of periodicals and newspaper subscriptions for the fiscal year ending June 30, 1948.

RESOLUTION NO. 87

Resolved that an Interdepartmental Work Order in the amount of $2,500. be issued to cover repairs to the Main Library and branches for the quarter from January 1, 1948 to March 31, 1948.

RESOLUTION NO. 88

Resolved that an Interdepartmental Work Order in the amount of $150.00 be issued to cover repairs to automotive equipment for the quarter from January 1, 1948 to March 31, 1948.

RESOLUTION NO. 89

Resolved that an Interdepartmental Work Order in the amount of $100.00 be issued to cover Workmen's Compensation benefits for the six-month period ending June 30, 1948.

RESOLUTION NO. 90

Resolved that an Interdepartmental Work Order in the amount of $25.00 be issued to cover Photostating charges for the period ending June 30, 1948.

RESOLUTION NO. 91

Resolved that the Controller be requested to transfer the amount of $30.00 from the Compensation Insurance appropriation to the credit of Membership Dues to cover additional charges for the year.

RESOLUTION NO. 92

Resolved that the Controller be requested to allot the amount of $2,000. in the Material and Supplies appropriation to cover purchases to the period ending December 31, 1947.

On motion of Commissioner Lacoste, seconded by Commissioner Schmulowitz, the expenditures for November and estimated expenditures for December as follows are approved:

Salaries	$42903.10
Contractual Services	8450.00
Services Station Keepers	30.00
Window Cleaning	79.50
Gas and Electricity	1000.00
Materials and Supplies	950.00
Books, Cards etc.	5300.00
Equipment	1825.32
Pensions	3700.00
Rent	500.00
Membership dues	57.30
	$64795.22

Salaries	$44000.00
Contractual Services	500.00
Services Station Keepers	30.00
Window Cleaning	80.00
Gas and Electricity	1000.00
Material and Supplies	500.00
Books, Cards etc.	5000.00
Pensions	3700.00
Rent	500.00
Compensation Insurance	125.00
Services Other Departments	3200.00
	$58635.00

The Chair refers to a telephone poll taken by the Secretary regarding the confirmation of an oil and gas lease to certain land in Fresno County, acquired by the City and County of San Francisco from the estate of Alfred Fuhrman, deceased, and recommends its formal adoption.

RESOLUTION NO. 94

CONFIRMING OIL AND GAS LEASE TO CERTAIN LAND IN FRESNO COUNTY TO GEORGE TERRY DRILLING COMPANY

WHEREAS, pursuant to Ordinance No. 1782, Bill No. 1868, Series of 1939, the Director of Property on behalf of the City and County of San Francisco, a municipal corporation, as Lessor, advertised

in the San Francisco Chronicle and in the Bakersfield Californian that sealed bids would be received by him at 2:00 p.m., Wednesday, November 5, 1947 to lease certain City owned land in the County of Fresno, State of California, particularly described as follows:

The southwest 1/4 of the northeast 1/4 of section 6, T. 21 S., R. 15 E., M. D. B & M., containing 40 acres.

WHEREAS, George Terry Drilling Company offered to lease said property for a period of 20 years subject to the terms and conditions set forth in the proposed lease on file in the office of the Director of Property; and to pay the City and County of San Francisco a cash bonus of $1,150.00 upon execution of the lease and a 1/6 royalty of the oil, gas and other hydrocarbon substances produced from said land; and

WHEREAS, George Terry Drilling Company was the highest responsible bidder and all other bids were rejected by the Director of Porperty; and

WHEREAS, George Terry Drilling Company has paid the City a deposit of $115.00 in connection with this transaction; and

WHEREAS, the Director of Property, the Park Commission and the Library Commission have recommended that said real property be leased to George Terry Drilling Company.

NOW, THEREFORE, BE IT RESOLVED that said offer of George Terry Drilling Company be and is hereby accepted.

BE IT FURTHER RESOLVED that the Mayor and the Clerk of the Board of Supervisors be and they are hereby authorized and directed to execute the necessary lease on behalf of the City and County of San Francisco, a municipal corporation, as Lessor.

The City Attorney shall approve the form of said lease.

Confirmation granted.

COMMITTEE ON PUBLIC RELATIONS

No report.

COMMITTEE ON RULES, REGULATIONS AND WELFARE OF EMPLOYEES.

No report.

OLD BUSINESS

The Secretary reads a communication from Earl Walker of the San Francisco Record Society regarding the furnishing of new chairs and drapes for the Assembly Hall by means of private subscription.

The Chair refers this matter to Commissioner Mohr and instructs the Secretary to collaborate with Commissioner Mohr in framing a suitable reply to Mr. Walker's generous offer of assistance.

The City Librarian speaks on the Gottardo Piazzoni Murals and refers to the action taken by the Library Commission on November 23, 1937 in appropriating $300. to complete the murals for the Main Public Library.

The Chair directs the Secretary to report the action taken by the Commission on the Murals since their inception and to furnish the Chair with this information and further that an estimate be obtained from a responsible source for the hanging of the four remaining murals to complete this project.

The Chair informs the Commission that after receiving the above information he will contact Ansley K. Salz, Secretary of the Association for Piazzoni Murals for the San Francisco Public Library Building and report his findings to the Commission.

COMMUNICATIONS

From Anna Linsley, President Fairmount Improvement Association re: branch library for district.

Acknowledge and place on file.

From Earl Walker, San Francisco Record Society re: furnishing of Assembly Hall for concerts.

Refer to Commissioner Mohr and Secretary for reply.

From Recreation Commission re: Branch Library at Funston Playground.

Resolution and copy of Recreation Commission letter to be sent to His Honor Mayor Roger D. Lapham.

From T. A. Brooks re: Temporary structures in Civic Center for use as branch libraries.

Acknowledge communication and include geographical location for these structures for use as branch libraries and necessity for prompt action.

From San Francisco Convention and Tourist Bureau re: use of Assembly Hall for February 28-March 4, 1949.

Permission to be given with understanding that existing rules and regulations of the Commission exist at that time.

There being no further business, the meeting adjourned.

Secretary

DEC 2 1947

January 13, 1948

Proceedings of the postponed January meeting of the Library Commission which convened at 4:00 p.m. in the Commissioners' Room, Main Library.

Meeting is called to order at 4:00 p.m., President Cuddy presiding.

On roll call the following are noted present: Commissioners Bailey, Cuddy, Hart, Kemper, McLaughlin, Mohr and Politzer. Absent: Commissioners Graves, Lacoste, Oddie and Schmulowitz.

The minutes of the December meeting are approved.

The report of the Secretary is approved and placed on file.

The City Librarian informs the Commission that circulation has reached an all-time high and that additional help requested in the budget for 1948-49 must be obtained in order to give adequate service to the increased demands on the Library Department.

The City Librarian reports on revisions made to the budget estimate since the December 16, 1947 meeting of the chairmen of Committee on Budget. On motion of Commissioner Hart, seconded by Commissioner Politzer, the following revised budget for the fiscal year 1948-49 is unanimously approved:

	REVISED BUDGET 1947-48	1948-49	Increase-Decrease
Permanent Salaries	396,231	452,994	+ 56,763
Temporary Salaries		5,000	+ 5,000
Wages	132,440	132,942	+ 502
Overtime	1,000	1,000	---
Contractual Services	29,154	26,970	- 2,184
Heat, Light, Power	12,000	12,250	+ 250
Binding	25,000	35,000	+ 10,000
Materials and Supplies	11,400	17,350	+ 5,950
Books and Bindery Supplies	88,000	125,000	+ 37,000
Equipment	16,958	66,810	+ 49,852
Building	75,000	125,000	+ 50,000
Land		25,000	+ 25,000
Retirement	45,397	51,830	+ 6,433
Fixed Charges	7,563	7,620	+ 57
Services Other Departments	13,125	23,750	+ 10,625
Plans for Buildings		30,000	+ 30,000
	$858,268	$1,138,516	$285,248

The City Librarian recommends that the list of books on political and economic subjects be purchased from the Fuhrman Bequest Fund in the amount of $504.59 be approved.

On motion of Commissioner McLaughlin, seconded by Commissioner Politzer, it is so ordered.

COMMITTEE ON BOOKS

No report.

COMMITTEE ON BRANCH LIBRARIES

No report.

COMMITTEE ON BUILDINGS

Chairman Mohr reports on the certification of a contract between the Department of Public Works and the architectural firm of Weihe, Frick and Kruse in the amount of $10,500. to cover cost of plans, etc. for the Sunset Community Center Library.

The City Librarian informs the Commission that within the near future the Building and Branch Committees will meet with the architects for preliminary discussion of this projected branch library.

JAN 13 1948

COMMITTEE ON FINANCE & AUDIT

On motion of Commissioner McLaughlin, seconded by Commissioner Bailey, the following resolutions are adopted:

Resolution No. 95

Resolved that the Controller be requested to allot the sum of $1,500. in the Equipment appropriation No. 714.400.00 for the purchase of equipment now on order and to be ordered in the near future.

Resolution No. 96

Resolved that the Mayor and Board of Supervisors be requested to appropriate $2,000. from the Emergency Reserve Fund to 714.300.00 Materials and Supplies to cover the purchase of materials and supplies for the remainder of the fiscal year.

Resolution No. 97

Resolved that in transmitting Bureau of Delinquent Revenue accounts for collection by the Bureau of Delinquent Revenue, and the cost of the book only be charged to the patron, and should the book be returned, a maximum fine of $1.00 be assessed, in lieu of the cost of the book, and should the book not be returned, the full purchase price of the book be assessed; and periodically the Controller is hereby authorized to abandon the difference between the cost of the books and the fines assessed in order that the accounts may be reconciled.

The Secretary refers to the report giving expenditures for the month of December and estimated expenditures for January and recommends their approval by the Commission.

On motion of Commissioner Kemper seconded by Commissioner Mohr, the expenditures for December and estimafed expenditures for January as follows are approved:

Salaries	$42743.50
Contractual Services	1300.00
Services Station Keepers	30.00
Window Cleaning	79.50
Binding	4241.32
Gas and Electricity	1000.00
Materials and Supplies	800.00
Books, Cards etc.	8150.00
Equipment	478.68
Pensions	3700.00
Rent	500.00
Compensation Insurance	100.00
Membership dues	35.00
Burglary & Auto Insurance	7.15
Services Other Departments	2675.00
	$65840.15

Salaries	$44000.00
Contractual Services	500.00
Services Station Keepers	30.00
Window Cleaning	80.00
Gas and Electricity	1000.00
Materials and Supplies	500.00
Books, Cards etc.	5000.00
Pensions	3700.00
Rent	500.00
	$56210.00

COMMITTEE ON PUBLIC RELATIONS

No report.

JAN 15 1948

COMMITTEE ON RULES, ADMINISTRATION AND WELFARE OF EMPLOYEES

Commissioner McLaughlin inquires as to the status of the Commissions' request for reclassification of the position-Assistant to the City Librarian undertaken in 1945.

The City Librarian informs Commissioner McLaughlin that this reclassification from B423 to the X Classification was discussed in 1945 with the Civil Service Commission and that the Commission had agreed to reclassify this position but that at a subsequent meeting two months ago had indicated the position would not be reclassified until it became vacant.

Commissioner McLaughlin motions and is seconded by Commissioner Politzer that the Librarian be directed to request the Civil Service Commission to again review the status of this position.

It is so ordered.

The City Librarian informs the Commission that only two of the five positions of B210 Office Assistant requested have been reclassified and that new positions of Head Order, Music and Catalog Librarian were recently approved by the Civil Service Commission.

OLD BUSINESS

The Secretary informs the Commission that Mr. Rusk, picture restorer, from the De Young Museum has inspected the four additional Piazzoni Murals presented to the Library and will furnish the Commission with an estimate for installing the murals in the rotunda of the Main Library.

COMMUNICATIONS

From H. C. Vensano, Director, Department of Public Works, re: abandonment of oil tank, North Beach Branch Library.

Acknowledge and place on file.

From L. W. Hills, President Hills Brothers Coffee re: File of United States Patents. City Librarian speaks on the creation of a Patents Department; the tremendous requests for such a department from Patent Attorneys and industrial firms and the inclusion of additional personnel in the budget to adequately work this collection.

President Cuddy directs the Librarian to revive his file of Letters requesting the creation of a public documents department, and further to notify the Patent Lawyers Association to contact the Mayor and Board of Supervisors by letter to assist the Librarian in obtaining sufficient funds to make this department possible.

Commissioner Politzer expresses his appreciation as a member of the Commission for the interest, unselfish devotion, and whole-hearted cooperation of the retiring members of the Commission to the Public Library in particular and the City and County of San Francisco in general.

Commissioner Cuddy, as President of the Commission, supplements Commissioner Politzer's remarks by commending retiring Commissioners McLaughlin, Mohr and Schmulowitz and fervently hopes that by some good fortune these splendid members of the Commission may be reappointed.

There being no further business, the meeting is adjourned.

Secretary

JAN 13 1943

February 17, 1948

Proceedings of the postponed February meeting of the Library Commission which convened at 4:00 p.m. in the Commissioners' Room, Main Library.

The meeting is called to order at 4:00 p.m., President Cuddy presiding.

On roll call the following are noted present: Commissioners Bailey, Cuddy, Dettmering, Graves, Hart, Kemper, Lacoste, McGill, Markowitz, Mohr and Politzer.

The minutes of the January meeting are approved.

The report of the Secretary is approved and placed on file.

The City Librarian informs the Commission that the proposed budget for the fiscal year 1948-49 has been filed with the City Controller in accordance with Charter provisions and will be forwarded to the Mayor on March 1, 1948 for his consideration, and that hearings will be held shortly thereafter.

The City Librarian informs the Commission of the importance of obtaining adequate personnel in the budget for the next fiscal year, and reports that a recent survey of 14 major libraries throughout the country shows the San Francisco Public Library, last on the list in the number of full-time professional, sub-professional and clerical employees.

The City Librarian recommends that the Commission inform the Mayor by letter of the recently abandoned Navy building located on the S.W. corner of McAllister and Hyde streets, and further that control and custody of this building located on Library property is vested in the Library Department as contained in Resolution #71 and 72 adopted by the Library Commission at its regular meeting of August 19, 1947.

The Chair appoints Commissioner Politzer to draft a letter containing the above information and to forward the original to His Honor Mayor Elmer E. Robinson, and copies to the City Attorney and Director of Property.

The City Librarian recommends that the list of books on political and economic subjects prepared by the Librarian purchased from the Fuhrman Bequest Fund in the amount of $94.38 be approved, and inform the Commission a report on the status of the Fuhrman Bequest Fund will be prepared for the Commissioners prior to the next regular meeting.

On motion of Commissioner Mohr, seconded by Commissioner Hart, the expenditures recommended from the Fuhrman Bequest Fund is hereby approved.

The City Librarian recommends that the Commission study the possibility of placing a bond issue before the public at the next election to complete its post-war building program.

On motion of Commissioner Kemper, seconded by Commissioner Hart, the Chair is directed to appoint a special bond issue committee to meet with the Mayor for preliminary discussion and report.

It is so recommended.

The City Librarian reports that the proposed site for the Parkside Branch Library at 26th and Taraval streets has been sold recently and suggests that the Real Estate Department be authorized to negotiate for the purchase of a piece of property situated at the S. E. corner of 25th and Taraval streets for Library purposes.

On motion of Commissioner Kemper, seconded by Commissioner Politzer, the Secretary is instructed to communicate with the Real Estate Department advising them to enter into negotiations for the purchase of the aforementioned parcel of land.

FEB 17 1948

COMMITTEE ON BOOKS

No report.

COMMITTEE ON BRANCH LIBRARIES

No report.

COMMITTEE ON BUILDING

Chairman Mohr informs the Commission of her conversation with Chief Administrative Officer Brooks regarding the acquisition and use of two temporary structures in the Civic Center for branch libraries in the Excelsior and Potrero Districts. Mr. Brooks states that said request is in order and that the Library Department has first option on these structures when vacated by the Red Cross on May 1, 1948.

It is estimated by the Board of Works that $10,000 will be required to move, re-assemble and furnish these two buildings for Library use.

Chairman Mohr recommends that a supplemental budget in the amount of $10,000 be submitted to His Honor, Mayor Elmer E. Robinson, to provide for the dismantling, moving and re-construction of these units.

On motion of Commissioner Kemper, seconded by Commissioner Dettmering, it is so ordered.

The Chair refers to a letter received from Mr. Rusk, picture restorer for the De Young Museum, regarding the installation of the four remaining Piazzoni Murals at $400 each. The chair informs the Commission he will contact Mr. Ansley K. Salz, Secretary of the Association for Piazzoni Murals for the San Francisco Public Library, informing him of the bid and report his findings to the Commission.

Chairman Mohr speaks on the Sunset Development Project Library and the Chair directs the Chairman of the Building and Branch Committee to meet with the City Planner Kent and the architectural firm of Weike, Frick and Kruse to discuss plans for the proposed outer Sunset Branch Library and report its findings to the Commission.

COMMITTEE ON FINANCE AND AUDIT

On motion of Commissioner Hart, seconded by Commissioner Kemper, the following resolutions are adopted:

Resolution No. 98

Resolved that the Controller be requested to transfer the sum of $2,000. to the Materials and Supplies appropriation from the Book Appropriation to furnish enough funds to purchase necessary supplies etc. until June 30, 1948.

Resolution No. 99

Resolved that the Controller be requested to allot the amount of $1,000. in the Materials and Supplies appropriation to cover expenditures for the period ending March 31, 1948.

Resolution No. 100

Resolved that an Interdepartmental Work Order in the amount of $830.00 be issued to cover Department of Public Works Job Estimate for Lacquering cork floors of Reading Room, Entrance Hall and Reference Room, according to specifications.

Resolution No. 101

Resolved that the Controller be requested to allot the amount of $2,500. in the Binding Appropriation No. 714.234.00 to cover expenditures for Binding Books and Periodicals to January 31, 1948.

Resolution No. 102

Resolved that the Controller be requested to allot the amount of $10,000. in the Book Appropriation No. 714.371.00 to cover expenditures for the purchase of books to March 31, 1948.

Resolution No. 103

Resolved that an additional Interdepartmental Work Order in the amount of $48.32 be issued to cover the excess of charges over the original work order issued to cover the repairs to automotive equipment for the quarter October 1, 1947 to December 31, 1947.

The Secretary refers to the report giving expenditures for the month of January and estimated expenses for the month of February and recommends their approval.

On motion of Commissioner Lacoste seconded by Commissioner Bailey, the expenditures for January and estimated expenditures for February as follows are approved:

Salaries	$42184.46
Contractual Services	725.00
Services Station Keepers	30.00
Window Cleaning	244.50
Gas and Electricity	1000.00
Materials and Supplies	1300.00
Books, Cards etc.	7025.00
Equipment	50.00
Pensions	3700.00
Rent	500.00
	$56758.96

Salaries	$44000.00
Contractual Services	500.00
Services Station Keepers	30.00
Window Cleaning	80.00
Gas and Electricity	1000.00
Materials and Supplies	500.00
Books, Cards etc.	5000.00
Pensions	3700.00
Rent	500.00
	$56210.00

NEW BUSINESS

The Chair informs the Commission that in accord with the by-laws of the Library Commission, nomination and election of officers will take place at the first regular meeting in March.

The Chair informs the Commission of the arrival of the Freedom Train in San Francisco on March 14, 1948, and suggests that a special edition of our monthly bulletin be printed containing a bibliography and information on the Freedom Train and further that additional copies be printed and mailed to the history teachers of the schools in the bay area. A display of documents and books by the Library in the rotunda of the City Hall is suggested to augment the monthly bulletin and to focus attention on the Library's collection of American History.

COMMUNICATIONS

From Potrero Women's Club re: unkempt condition of shrubs at Station B.

Refer to Park Department.

FEB 17 1948

From Joseph Phillips, Director of Property re: copy of resolution transferring jurisdiction of a parcel of city land in Funston Playground for use by the Library Department as a branch library site.

Acknowledge and await original resolution for signature of approval.

From California Labor School re: loan of items from the Misehall Collection on career of Jack London for Centennial Festival to be held from March 27-April 5, 1948.

Acknowledge and place on file.

From Henry Rusk re: estimate on installing four remaining Piazzoni Murals in the rotunda of the Library.

Acknowledge and await findings of President Cuddy.

There being no further business, the meeting adjourned.

Secretary

FEB 17 1948

Proceedings of the postponed March meeting of the Library Commission which convened at 4:00 p.m., in the Commissioners' Room, Main Library.

The meeting is called to order at 4:00 p.m., President Cuddy presiding.

On roll call the following are noted present: Commissioners Bailey, Cuddy, Dettmering, Graves, Hart, Kemper, Lacoste, McGill, Markowitz, Mohr and Politzer.

The minutes of the February meeting are approved.

The report of the Secretary is approved and placed on file.

The City Librarian informs the Commission of the proposed bond issue in the amount of $3,500,000 for the construction of 18 branches and the addition to the Main Library, and adds that the City Planning Commission has approved in principle the necessity for additional branches and will conduct further studies as to the exact locations for these extensions.

Commissioner Kemper moves and is seconded by Commissioner Bailey that the following resolution be adopted:

Resolution No. 104

RESOLVED that His Honor Mayor Elmer E. Robinson be requested to approve the placing of a bond issue in the amount of $3,500,000 for the construction of branch library extensions and an addition to the Main Library before the electorate at the next election:

AND BE IT FURTHER RESOLVED that he recommend to The Honorable Board of Supervisors the inclusion of this bond issue on the ballot at the next election;

AND FURTHER, that His Honor Mayor Elmer E. Robinson and The Honorable Board of Supervisors be informed that in accord with Charter provisions the City Planning Commission has approved the projected building program of the Library Commission.

The City Librarian reports on the Budget Presentation Committee meeting at Commissioner Cuddys' office, the preparation of graphs and the anticipated meeting with the Mayor about March 20, 1948.

The Librarian expressed the hope that as many Commissioners as possible wait on the Mayor in connection with the departments budget estimate.

The City Librarian recommends that the list of books on economic and political subjects prepared by the Librarian, be purchased from the Fuhrman Bequest Fund in the amount of $296.53 be approved.

On motion of Commissioner Graves, seconded by Commissioner Lacoste, the expenditures recommended from the Fuhrman Bequest is hereby approved.

The City Librarian speaks on the status of the Fuhrman Fund, a special edition of the library bulletin commemorating the arrival of the Freedom Train, an exhibit in the Foyer of the Main Library containing facsimilies of famous documents of early American history, and the all-time high of 145,345 card holders reached during the month of February.

The City Librarian informs the commission that the engineering, drawings and specifications for the installation of fluorescent lighting in the Reference Room have been completed and recommends that the matter be referred to the building committee with power to act.

On motion of Commissioner Hart, seconded by Commissioner Dettmering, it is so ordered.

The City Librarian announced receipt of an additional gift of 29 volumes to the Wit and Humor collection from former Commissioner Nat Schmulowitz, bringing the total number of volumes presented by Mr. Schmulowitz to 515.

Commissioner Politzer recommends that a formal resolution be sent to Mr. Schmulowitz acknowledging receipt of these rare volumes, and expressing the gratitude of the Commission for his generous

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contributions to the San Francisco Public Library.

The City Librarian concludes his report by informing the Commission of the approval by the Recreation Commission in transferring to the Library Department a portion of the Funston Playground for library purposes. This resolution has been recommended by the Mayor and has now been forwarded to the Board of Supervisors for its approval.

COMMITTEE ON BOOKS

No report.

COMMITTEE ON BRANCH LIBRARIES

No report.

COMMITTEE ON BUILDINGS

Chairman Mohr suggests the possibility of using in our library system extension program a "library on wheels" and informs the Commission that she will make further study and investigation on this project and will report her findings at the next regular meeting of the Commission.

COMMITTEE ON FINANCE AND AUDIT

On motion of Commissioner McGill, seconded by Commissioner Markowitz the following resolutions are adopted:

Resolution No. 105

Resolved that an additional Interdepartmental Work Order in the amount of $450.00 be issued to the Department of Public Works to cover additional repairs to the Main Library and branches for the period ending March 31, 1948.

Resolution No. 106

Resolved that an Interdepartmental Work Order in the amount of $2,500. be issued to cover repairs to the Main Library and branches for the quarter from April 1, 1948 to June 30, 1948.

Resolution No. 107

Resolved that an Interdepartmental Work Order in the amount of $150.00 be issued to cover repairs to automotive equipment for the quarter from April 1, 1948 to June 30, 1948.

Resolution No. 108

Resolved that the Controller be requested to allot the amount of $12,000. in the Equipment Appropriation to cover the contract for lighting in the Reference and Art Rooms of the Main Public Library.

Resolution No. 109

Resolved that a Service Order in the amount of $100.00 be issued in favor of C. H. Wellnitz, 316 Sixth street for services rendered in appraisal of the Navy Building located at the corner of Hyde and McAllister streets.

Resolution No. 110

Resolved that the Controller be requested to allot the balance in the Binding Appropriation amounting to $3,625. to cover work completed for the fiscal year ending June 30, 1948.

On motion of Commissioner Mohr, seconded by Commissioner Hart, the following resolution is adopted:

Resolution No. 111

Resolved that a Service Order in the amount of $21.00 be issued in favor of Joseph L. Wheeler, Consultant on Library Planning for services rendered to the Library Commission at a special meeting held on March 4, 1948.

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Commissioner Kemper informs the chair to record his negative vote on this resolution.

So ordered.

The Secretary refers to the report giving expenditures for the month of February and estimated expenditures for March and recommends their approval.

Salaries	$41519.64
Contractual Services	944.15
Services Station Keepers	30.00
Window Cleaning	509.50
Binding	5516.72
Gas and Electricity	1000.00
Materials and Supplies	852.71
Books, Cards etc.	11199.80
Equipment	100.00
Pensions	3700.00
Rent	500.00
Services Other Departments	878.32
	$66750.84

Salaries	$44000.00
Contractual Services	1000.00
Services Station Keepers	30.00
Window Cleaning	80.00
Gas and Electricity	1000.00
Materials and Supplies	1000.00
Books, Cards etc.	10000.00
Pensions	3700.00
Rent	500.00
Services Other Departments	3100.00
	$64910.00

On motion of Commissioner McGill, seconded by Commissioner Hart, the expenditures for February and estimated expenditures for March as follows are approved:

OLD BUSINESS

Commissioner Dettmering motions and is seconded by Commissioner Kemper that the matter of installing four Piazzoni Murals in the amount of $1,600 in the rotunda of the Main Library be tabled.

It is so ordered.

NEW BUSINESS

The election of officers for the ensuing year are declared in order by the chair.

Nominations for President being declared in order, on motion of Commissioner Mohr, seconded by Commissioner Bailey, Commissioner Hart is nominated and unanimously elected.

Nominations for First Vice-president being declared in order, on motion of Commissioner Kemper, seconded by Commissioner Markowitz, Commissioner McGill is nominated and unanimously elected.

Nominations for Second Vice-president being declared in order, on motion of Commissioner Dettmering, seconded by Commissioner McGill, Commissioner Bailey is nominated and unanimously elected.

Commissioner Politzer offers the following resolution on behalf of the Commission thanking Commissioner John J. Cuddy; for his services as president:

RESOLVED that during his term in office many progressive accomplishments have resulted which has been of great benefit to the citizens of San Francisco and further that it has been a pleasure on the part of each Commissioner to have worked with him in the development of the Library program over the past year.

AND BE IT FURTHER RESOLVED that the Library Commission of

San Francisco spread these expressions of appreciation upon its minutes this ninth day of March 1948.

On motion of Commissioner Markowitz, seconded by Commissioner Mohr, the resolution is adopted.

COMMUNICATIONS

From Eugene J. Riordan, Assistant Director of Property re: proposed resolution transferring jurisdiction of a certain portion of land from Recreation Department to Library Department.

Refer to Building Committee.

From T. J. Kent, Jr., Director of Planning re: request of the Library Commission to review the proposed library bond issue program in relation to the Master Plan.

Acknowledge and refer to the Bond Committee.

From Joseph J. Phillips, Director of Property re: branch library site in the Parkside District.

Refer to the Branch Committee.

From Carl J. Wilson, San Francisco Convention and Tourist Bureau, re: use of Exhibit and Assembly Room.

Acknowledge and state policy of Commission regarding use of Exhibit and Assembly Rooms.

From Gerald J. Linares, Secretary of Park Commission re: condition of shrubbery in front of Station "B".

Acknowledge and place on file.

There being no further business, the meeting is adjourned.

Secretary

MAR 6 1948

April 7, 1948

Proceedings of the April meeting of the Library Commission which convened in the Commissioners' Room, Main Library.

Meeting is called to order at 4:00 p.m., President Hart presiding.

On roll call the following are noted present: Commissioners Cuddy, Dettmering, Graves, Hart, Kemper, Lacoste, McGill, Markowitz and Mohr. Absent: Commissioners Bailey and Politzer.

The minutes of the March meeting are approved.

The report of the Secretary is approved and placed on file.

The City Librarian informs the Commission that the proposed Library Bond Issue was defeated by the Board of Supervisors at its regular meeting held on Monday, April 5, 1948 and it will be necessary for the Commission to again request the Mayor to recommend to the Board of Supervisors the placing of this bond issue on the ballot for November.

The City Librarian recommends that a letter signed by the President of the Commission again be directed to His Honor, Mayor Elmer E. Robinson, requesting his approval and his recommendation to the Board of Supervisors for the bond issue to be placed on the November ballot.

On motion of Commissioner Cuddy, seconded by Commissioner Mohr, the following resolution is adopted:

Resolution No. 117

RESOLVED that His Honor Mayor Elmer E. Robinson be requested to approve the placing of a bond issue in the amount of $2,700,000 for the construction of branch library extensions and an addition to the Main Library before the electorate at the November election;

AND BE IT FURTHER RESOLVED that he recommend to the Honorable Board of Supervisors the inclusion of this bond issue on the ballot at the November election;

AND FURTHER, that His Honor Mayor Elmer E. Robinson and the Hohorable Board of Supervisors be informed that in accord with Charter provisions, the City Planning Commission has approved the projected building program of the Library Commission.

Passed by the Library Commission on April 7, 1948.

The City Librarian informs the Commission of the two temporary structures in the Plaza for use as temporary branch libraries and of its action in recommending a supplemental budget request in the amount of $10,000 to move and erect these buildings in the Potrero and Excelsior Districts.

Before submitting this supplemental budget request, the City Librarian suggests that the Commission use the unspecified $75,000 in the building fund for the construction of at least one branch, either in the Potrero or Excelsior District.

On motion of Commissioner Cuddy, seconded by Commissioner Dettmering, the Library Commission hereby recinds its former action in recommending the inclusion of $10,000 as a supplemental budget request.

It is so ordered.

Commissioner Cuddy motions and is seconded by Commissioner Markowitz that the Commission proceed to consider ideas of the City Planning Commission and our own with a view of mapping a program for orderly development of logical and progressive planning for branch library buildings with money available for the Potrero, Excelsior and Parkside districts.

It is so ordered.

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City Librarian Clarke speaks on the acquisition of the Navy Building situated at Hyde and McAllister streets, and the need of additional employments to adequately maintain this structure and recommends that the Building Committee inspect these premises and have power to act in the submission of a supplemental appropriation to renovate the lower floor for library purposes.

It is so ordered.

The City Librarian recommends that a meeting between a committee of the Library Commission and the Park Commission be held to discuss the use of a portion of McCoppin Square in the Parkside district for library purposes.

It is so ordered.

The City Librarian informs the Commission of the American Library Association Convention in Atlantic City, New Jersey in June.

On motion of Commissioner Cuddy, seconded by Commissioner Kemper, the following resolution is adopted:

Resolution No. 115 (see page 134)

The City Librarian recommends that the list of books on economic and political subjects prepared by the Librarian be purchased from the Fuhrman Bequest Fund in the amount of $184.17 be approved.

On motion of Commissioner Mohr, seconded by Commissioner Lacoste, the expenditures recommended from the Fuhrman Bequest is hereby approved.

The City Librarian recommends that a supplemental budget request in the amount of $14,273. to cover wage and retirement allowance due to salary standardization and $6,000 to cover renovation of the first floor of the Navy Building to provide quarters for our newspaper general reading department, be approved.

On motion of Commissioner Markowitz, seconded by Commissioner Dettmering, it is so ordered.

The City Librarian concludes his report with a recapitulation of the department's budget as the result of the Mayor's budget hearing on Thursday, April 1, 1948.

Commissioner Dettmering motions and is seconded by Commissioner Kemper that City Librarian Clarke be congratulated for his presentation of the Library's budget request before His Honor, Mayor Elmer E. Robinson, and further that this expression be spread upon the minutes.

It is so ordered.

COMMITTEE ON BOOKS

Chairman Graves reports progress. The City Librarian informs the Commission that the binding appropriation is exhausted and on motion of Commissioner Dettmering, seconded by Commissioner Cuddy, the Controller be requested to transfer the sum of $3,801 in the reserves of various appropriations to the credit of the binding appropriation.

COMMITTEE ON BRANCH LIBRARIES

Chairman Lacoste reports progress.

COMMITTEE ON BUILDING

Chairman Mohr informs the Commission that she will be absent from the City for approximately one month and that preliminary data on Bookmobiles is in the hands of the City Librarian and a complete report will be made at the June meeting of the Commission.

COMMITTEE ON FINANCE AND AUDIT

On motion of Commissioner Lacoste, seconded by Commissioner Mohr, the following resolutions are adopted:

Resolution No. 112

RESOLVED that His Honor Mayor Elmer E. Robinson be requested to approve the placing of a bond issue in the amount of $2,700,000 for the construction of branch library extensions and an addition to the Main Library before the electorate at the next election;

AND BE IT FURTHER RESOLVED that he r ecommend to the Honorable Board of Supervisors the inclusion of this bond issue on the ballot at the next election;

AND FURTHER, that His Honor Mayor Elmer E. Robinson and the Honorable Board of Supervisors be informed that in accord with Charter provisions, the City Planning Commission has approved the projected building program of the Library Commission.

Resolution No. 113

AUTHORIZING TERMINATION OF LEASE WITH UNITED STATES OF AMERICA OF CERTAIN LAND AT SOUTHWEST CORNER HYDE AND McALLISTER STREETS: ALSO AUTHORIZING TRANSFER OF $10,000.00 FOR PURCHASE OF BUILDING THEREON

RESOLVED, in accordance with the recommendation of the Library Commission that the Director of Property on behalf of the City and County of San Francisco, a municipal corporation, as Lessor, be and he is hereby authorized and directed to execute a written agreement with the United States of America as Lessee terminating that certain lease NOy(R)-37727 relative to certain City owned land located at the Southwest corner of Hyde and McAllister Streets, San Francisco, California; and that upon payment of the sum of $10,000.00 to the Lessee, the Lessor shall acquire title to the existing building constructed on said land by the United States of America. As reported by the Department of City Planning under date of March 30, 1948, said building will not interfere with the Master Plan for the Period of its temporary use by the City and County of San Francisco.

BE IT FURTHER RESOLVED, that the Controller be and he is hereby authorized to transfer the sum of $10,000.00 from Appropriation No. 714.600.00 to the credit of Appropriation No. 714.600.50 for the purpose of carrying out the provisions of this resolution.

RECOMMENDED:

LIBRARY COMMISSION

By_____

RECOMMENDED:

_____
Director of Property

FORM APPROVED:

_____
City Attorney

$10,000 available.
Appro. No. 714.600.00

_____
Controller

Resolution No. 114

Resolved that the Controller be requested to allot the balance in the Allowance for Overtime appropriation amounting to $750. to cover anticipated charges to June 30, 1948. The changing of the books in the stack area will be accomplished during this period.

Resolution No. 115

Resolved that the expenses of the City Librarian, Laurence J. Clarke and Head Librarian, Natalie Mayo, be defrayed by the City to attend the American Library Association convention June 14-19 at Atlantic City, New Jersey in accord with the rates set up by city ordinance.

Resolution No. 116

Resolved that an additional Interdepartmental Work Order in the amount of $25.00 be issued to cover Photostating charges for the period ending June 30, 1948.

The Secretary refers to the report giving expenditures for the month of March and estimated expenditures for the month of April and recommends their approval.

On motion of Commissioner Kemper, seconded by Commissioner Lacoste, the expenditures for March and estimated expenditures for April as follows are approved:

Salaries	$42176.22
Contractual Services	404.89
Services Station Keepers	30.00
Window Cleaning	79.50
Binding	3635.20
Gas and Electricity	1000.00
Materials and Supplies	540.64
Books, Cards etc.	7132.25
Equipment	11177.12
Pensions	3700.00
Rent	500.00
Services Other Depts.	3100.00
	$73475.82

Salaries	$44000.00
Contractual Services	1000.00
Services Station Keepers	30.00
Window Cleaning	80.00
Gas and Electricity	1000.00
Materials and Supplies	1000.00
Books, Cards etc.	10000.00
Pensions	3700.00
Rent	500.00
	$61810.00

NEW BUSINESS

Commissioner Mohr informs the Commission of the U.N.E.S.C.O. meeting to be held in San Francisco in the month of May and suggests that the Library Department offer the local committee our wholehearted cooperation during the conference.

Commissioner Mohr informs the Commission of the recent death of MR. H. H. Buddington, former president of the Alameda Library Board and prominent member of the C. L. A. Trustee Section, and requests that a letter of condolence be sent to the bereaved family of the deceased.

COMMUNICATIONS

1. From Professional Committee of the Library Staff Organization re: request defraying of expenses of a Library delegate to the A. L. A. annual meeting at Atlantic City.

See minutes.

2. From San Francisco Unified School District re: donation of $1,000 for a record library as well as a record player.

Commissioner Cuddy motions and is seconded by Commissioner Markowitz that the Library Department accept this generous gift. Inform the donor and proceed according to City ordinance.

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3. From San Francisco Public Library Staff Association re: Complaints against Mr. Weil, a patron of the Main and Branch Libraries.

City Librarian to notify the staff members and assure them of the Commission's concern and understanding in this matter.

4. From A. H. Campbell complimenting the Commission on the excellent facilities and staff of the Business Branch Public Library.

Send copy to Business Branch, post on bulletin board, acknowledge and place on file.

5. From American Women's Voluntary Service thanking the Librarian for the use of the Library facilities in teaching blind veterans the Braille System.

Acknowledge and place on file.

6. From Eugene J. Riordan, Assistant Director of Property re: Copy of letter sent to Park Commission requesting a portion of the public square located between 22d and 24th Avenues fronting on Taraval Street for the purposes of a branch library.

See minutes.

7. From Part-time Branch Library janitors re: salary increase.

Inform part-time janitors of the limitations of salary under Section 142 of the Charter.

8. From Sidney H. Small of the Authors' Guild of the Authors' League of America re: Donation of a collection of volumes in memory of Albert R. Wetjen.

Acknowledge with thanks and inform the donor that the Library Department will be happy to include this collection in the general collection with proper inscription on the Book plate.

There being no further business, this meeting is adjourned out of respect to the memory of former Mayor Angelo J. Rossi, and Fire Commissioner Carl Maritzen.

Secretary

APR 7 1948

COMMITTEES - 1948

STANDING COMMITTEES

PLANNING AND DEVELOPMENT

Commissioner Cuddy, Chairman
Dettmering
Lacoste
McGill
Mohr

LIBRARY OPERATIONS

Commissioner Lacoste, Chairman
Graves
Politzer

BUILDINGS - CONSTRUCTION & MAINTENANCE

Commissioner Mohr, Chairman
Bailey
McGill

WELFARE OF EMPLOYEES

Commissioner Dettmering, Chairman
Kemper
Markowitz

FINANCE, AUDIT AND BUDGET

Commissioner Graves, Chairman
Bailey
Politzer

PUBLIC RELATIONS & PROMOTION

Commissioner Kemper, Chairman
Cuddy
Markowitz

President
1st Vice-President
2nd Vice-President

Commissioner Hart
McGill
Bailey

May 4, 1948

The regular meeting of the Library Commission held on Tuesday, May 4, 1948 in the Commissioners' Room, Main Library, Civic Center.

The meeting is called to order at 4:00 p.m., President Hart presiding.

On roll call the following are noted present: Commissioners Cuddy, Graves, Hart, Lacoste, McGill and Markowitz. Absent: Commissioners Bailey, Kemper, Mohr and Politzer.

The minutes of the April meeting are approved and adopted.

The report of the Secretary is approved and placed on file.

The report of the Librarian is read and ordered filed.

COMMITTEE ON LIBRARY OPERATIONS

On the recommendation of Commissioner Lacoste and on motion duly made and seconded, the list of books on political and economic subjects prepared by the Librarian is hereby approved for purchase from the Fuhrman Bequest Fund in the amount of $731.42.

COMMITTEE ON BUILDINGS, CONSTRUCTION AND MAINTENANCE

Commissioner McGill informs the Commission of the action taken by the Honorable Board of Supervisors on April 5, 1948 transferring jurisdiction of a parcel of land in Funston Playground to the Library Department for the proposed Marina Branch Library.

Commissioner McGill concludes his report by informing the Commission of the termination on June 30, 1948 of a lease between the City and County of San Francisco and the United States of America, and the payment of $10,000 to the United States Government for the right, title and interest of that certain three-story frame stucco building situated on the south-west corner of Hyde and McAllister streets.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

Resolution No. 120

RESOLVED that the Library Commission retain control and custody of the Navy building situated at the South-west corner of Hyde and McAllister streets, and that recommendations and requests for allocation of space by governmental agencies of the City and County of San Francisco be transmitted to the Library Commission who shall have final authority in assigning said space,

AND FURTHER that the Real Estate Department under its authority granted by Section 91 of the City Charter is hereby requested to submit its recommendations to the Library Commission for their consideration,

AND FURTHER that in accord with fiscal procedures those departments who shall be assigned space shall reimburse the Library Department for the cost of the structure in proportion to the space allocated and such funds as may be required for its operation and maintenance.

COMMITTEE ON PLANNING AND DEVELOPMENT

Commissioner Cuddy reports progress in the selection of a suitable location for the Parkside Branch Library in accord with the Master plan prepared by the City Planning Commission.

COMMITTEE ON FINANCE, AUDIT AND BUDGET

Commissioner Graves refers to the report giving expenditures for the month of April and estimated expenditures for May and recommends approval.

On motion duly made, seconded and unanimously passed, the expenditures for April and estimated expenditures for May as follows, are approved:

Salaries	$42580.78
Contractual Services	1750.00
Services Station Keepers	30.00
Window Cleaning	79.50
Gas and Electricity	1000.00
Materials and Supplies	773.98
Books, Cards etc.	5600.00
Pensions	3700.00
Rent	500.00
Services Other Departments	25.00
	$56039.26

Salaries	$42000.00
Contractual Services	300.00
Services Station Keepers	30.00
Window Cleaning	80.00
Gas and Electricity	1000.00
Materials and Supplies	1000.00
Books, Cards etc.	8000.00
Pensions	3700.00
Rent	500.00
	$56610.00

On motion made, seconded and unanimously passed, the following resolutions are adopted:

Resolution No. 117

Resolved that the Controller be requested to appropriate the sum of $278.00 from the Compensation Reserve to the credit of Permanent Salaries to cover the services of one B-512 General Clerk-typist for the period of May 16, to June 30, 1948, which position was re-classified from a B-222 General Clerk at the request of the Civil Service Commission.

Resolution No. 118

Resolved that the Controller be requested to appropriate the sum of $5,000. from the Compensation Reserve to the credit of the Binding Appropriation to furnish additional funds necessary to cover binding charges until the end of the fiscal year 1947-48.

Resolution No. 119

Resolved that an Interdepartmental Work Order in the amount of $111.00 be issued to the Purchasing Department for the purchase of 37 copies of the new issue of the city charter and charged to Appropriation 714.371.00.

Resolution No. 121

Resolved that an additional Interdepartmental Work Order in the amount of $450.00 be issued to the Department of Public Works to cover additional repairs to the Main Library and branches for the period ending June 30, 1948.

COMMITTEE ON PUBLIC RELATIONS AND PROMOTION

No report.

COMMITTEE ON WELFARE OF EMPLOYEES

No report.

NEW BUSINESS

Mr. Francis Violich, Senior City Planner, addresses the Commission on the subject "proper location of branch libraries in relation to the Master Plan."

At the conclusion of his talk Mr. Violich, on behalf of Mr. William Wallace Chapin, President of the City Planning Commission, presents to the Commission an enlarged map of the Master Plan, indicating present and future branch library sites.

Mr. James Townes, a patron of the Library, requests the Commission to install adequate lighting in the Main reading room and extension of hours at the North Beach Branch Library.

The Chair refers this matter to the Committee on Library Operations.

COMMUNICATIONS

From California Wild Flower Association re: Appreciation for use of Exhibit Room during recent wildflower show.

Acknowledge and place on file.

From American-Russian Institute re: use of Exhibit Room from May 15-June 15, 1948.

Acknowledge and place on file.

There being no further business to come before the Commission, and on motion duly made and seconded the meeting is adjourned.

Secretary

MAY 4 1948

June 8th 1948

Proceedings of the June meeting of the Library Commission which convened in the Commissioners' Room, Main Library.

Meeting is called to order at 4:00 p.m., President Hart presiding.

On roll call the following are noted present: Commissioners Bailey, Cuddy, Dettmering, Graves, Hart, Kemper, Lacoste, McGill, Markowitz and Mohr. Absent: Commissioner Politzer.

The minutes of the May meeting are approved and adopted.

The report of the Secretary is approved and placed on file.

The report of the Librarian is read and ordered filed.

COMMITTEE ON LIBRARY OPERATIONS

On motion of Chairman Lacoste, seconded by Commissioner Mohr, the list of books on political and economic subjects prepared by the Librarian is hereby approved for purchase from the Fuhrman Bequest Fund in the amount of $39.40.

COMMITTEE ON BUILDING, CONSTRUCTION AND MAINTENANCE

Chairman Mohr informs the Commission that bids have been received for the installation of fluorescent lighting in the Reference, Special and Art Rooms of the Main Library and that the low bid has been submitted by Hampton Electric and Manufacturing Company in the amount of $6,558.00.

On motion of Commissioner McGill, seconded by Commissioner Dettmering, and unanimously passed, the following resolutions are adopted:

Resolution No. 135

Resolved that an Interdepartmental Work Order in the amount of $6,558.00 be issued to cover the amount of the low bid for the installation of Lighting fixtures in the Reference, Special and Art Book Rooms to the Department of Public Works in favor of the Hampton Electric and Manufacturing Company.

Resolution No. 136

Resolved that an Interdepartmental Work Order in the amount of $150.00 be issued to the Department of Public Works to cover inspection charges on installation of lighting fixtures in the Reference, Special and Art Book Rooms in the Main Public Library as per their job estimate No. 725-Arch.

COMMITTEE ON PLANNING AND DEVELOPMENT

On motion of Commissioner Dettmering, seconded by Commissioner Kemper, it is recommended that the Planning and Development Committee proceed with the preparation of plans for the proposed Potrero, Excelsior and Marina Branch Libraries and that the committee be given power to act.

Approved.

Commissioner Mohr suggests that signs be placed on Library-owned sites informing the public of the preparation of plans, estimated construction time, etc.

The Chair refers this matter to the Public Relations and Promotion Committee for its consideration.

COMMITTEE ON FINANCE, AUDIT AND BUDGET

Chairman Graves refers to the report giving expenditures for the month of May and estimated expenditures for June and recommends approval.

JUN 8 1948

On motion, duly made, seconded and unanimously passed, the expenditures for May and estimated expenditures for June as follows are approved:

Salaries	$42901.29
Contractual Services	985.77
Services Station Keepers	30.00
Window Cleaning	346.50
Gas and Electricity	1000.00
Materials and Supplies	424.72
Books, Cards etc.	5390.06
Equipment	272.50
Pensions	3700.00
Rent	500.00
	$55550.84

Salaries	$42000.00
Contractual Services	700.00
Services Station Keepers	30.00
Gas and Electricity	1000.00
Materials and Supplies	450.00
Books, Cards etc.	2900.00
Pensions	3700.00
Services Other Departments	550.00
	$51330.00

Chairman Graves moves, seconded by Commissioner Dettmering the adoption of the following resolution:

RESOLUTION NO. 122

Resolved that the Controller be requested to allot the balance in the equipment appropriation of $119.00 for expenditure in the month of June 1948.

On motion duly made, seconded, and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 123

Resolved that the Controller be requested to transfer $29,400. from the Contractual Services appropriation to the Binding appropriation to set up funds for binding for the fiscal year 1948-1949.

On motion duly made, seconded, and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 124

Resolved that an Interdepartmental Work Order in the amount of $3,000. be issued to cover repairs to the Main Library and branches for the quarter July 1, 1948 to September 30, 1948.

On motion duly made, seconded, and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 125

Resolved that an Interdepartmental Work Order in the amount of $150.00 be issued to cover repairs to automotive equipment for the quarter July 1, 1948 to September 30, 1948.

On motion duly made, seconded, and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 126

Resolved that an Interdepartmental Work Order in the amount of $25.00 be issued to cover Photostating and Photography Work for the six-month period ending December 31, 1948.

On motion duly made, seconded, and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 127

Resolved that the Controller be requested to allot $6,000.00 in the Rent Appropriation to provide funds for the rental of branch libraries for the fiscal year 1948-49.

On motion duly made, seconded, and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 128

Resolved that the Controller be requested to encumber the amount of $360.00 from the Contractual Services Appropriation to the credit of Services of Station Keepers to cover their charges for the fiscal year 1948-1949.

On motion duly made, seconded, and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 129

Resolved that the Controller be requested to transfer $3625. from the Contractual Services appropriation to the credit of the Window Cleaning Appropriation to cover the contract for window cleaning for the fiscal year 1948-1949.

On motion duly made, seconded, and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 130

Resolved that an Interdepartmental Work Order in the amount of $50.00 be issued to cover Workmen's Compensation benefits for the six-month period from July 1, 1948 to December 31, 1948.

On motion duly made, seconded, and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 131

Resolved that the Controller be requested to transfer $550.00 from the surplus existing in the Retirement Allowance appropriation to the credit of Heat, Light and Power to cover charges to the end of the fiscal year 1947-1948.

On motion duly made, seconded, and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 132

Resolved that the Controller be requested to transfer $1075.89 from the surplus existing in the various appropriations to cover a repair floor job at the Bernal Branch Library.

On motion duly made, seconded, and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 133

Resolved that the Controller be requested to transfer the amount of $109.00 from Contractual Services to the credit of Scavenger Services to cover the difference in the amount budgeted and the actual charges to the end of the fiscal year 1948-1949.

On motion duly made, seconded, and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 134

Resolved that an additional Interdepartmental Work Order in the amount of $400.00 be issued to the Department of Public Works to cover additional repairs to the Main Library and branches for the period ending June 30, 1948.

On motion duly made, seconded, and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 137

Resolved that an Interdepartmental Work Order be issued to the Department of Public Works in the amount of $1070. to cover a repair floor job at the Bernal Branch Library as per their estimate No. 954.

On motion duly made, seconded, and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 138

Resolved that the Controller be requested to allot the sum of $5,000. in addition to the regular quarterly allotment in the Binding Appropriation for the period July 1, 1948 to September 30, 1948 to cover the backlog of binding that had accumulated due to the depletion of funds in the last fiscal year.

RESOLUTION NO. 128

Resolved that the Controller be requested to encumber the amount of $360.00 from the Contractual Services Appropriation to the credit of Services of Station Keepers to cover their charges for the fiscal year 1948-1949.

On motion duly made, seconded, and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 129

Resolved that the Controller be requested to transfer $3625. from the Contractual Services appropriation to the credit of the Window Cleaning Appropriation to cover the contract for window cleaning for the fiscal year 1948-1949.

On motion duly made, seconded, and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 130

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On motion duly made, seconded, and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 131

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On motion duly made, seconded, and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 132

Resolved that the Controller be requested to transfer $1075.89 from the surplus existing in the various appropriations to cover a repair floor job at the Bernal Branch Library.

On motion duly made, seconded, and unanimously passed, the following resolution is adopted:

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On motion duly made, seconded, and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 134

Resolved that an additional Interdepartmental Work Order in the amount of $400.00 be issued to the Department of Public Works to cover additional repairs to the Main Library and branches for the period ending June 30, 1948.

On motion duly made, seconded, and unanimously passed, the following resolution is adopted:

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On motion duly made, seconded, and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 138

Resolved that the Controller be requested to allot the sum of $5,000. in addition to the regular quarterly allotment in the Binding Appropriation for the period July 1, 1948 to September 30, 1948 to cover the backlog of binding that had accumulated due to the depletion of funds in the last fiscal year.

COMMITTEE ON PUBLIC RELATIONS AND PROMOTION

Report progress.

COMMITTEE ON WELFARE OF EMPLOYEES

Report progress.

NEW BUSINESS

Commissioner Mohr suggests that the Commission give consideration to the possibility of establishing a library station in Apparel Center.

The Chair refers this matter to the Planning and Development Committee for investigation and report.

Commissioner Cuddy informs the Commission of the recent appointment by Chief Administrative Officer, Thomas A. Brooks, of Eugene J. Riordan as Director of Property, succeeding Joseph J. Phillips, retired.

On motion of Commissioner Markowitz, seconded by Commissioner Dettmering, the following resolution is adopted:

RESOLUTION NO. 139

WHEREAS the Library Commission has been informed that Mr. Eugene J. Riordan has been appointed Director of Property; and

WHEREAS Mr. Eugene J. Riordan, as Assistant Director of Property, negotiated various leases for the Library Department over a period of many years, and the Library Commission was always impressed by his ability, expertness and unfailing courtesy;

THEREFORE BE IT RESOLVED that the Chief Administrative Officer be commended for his appointment of Mr. Eugene J. Riordan as Director of Property.

City Librarian Clarke requests permission for Miss Natalie Mayo, Head Children's Librarian to address the Commission at its August meeting on the subject "Children's Activities discussed during A. L. A. Convention in Atlantic City, June 13-19, 1948.

It is so ordered.

COMMUNICATIONS

From Joseph J. Phillips, Director of Property re: Proposed oil and gas lease to Standard Oil Company, and extension to Seaboard Oil Company of oil and gas lease.

Place on file.

From Music Teachers Association of California re: Thanks for courtesy extended to Association by Music Department in past year.

Acknowledge and place on file.

From American Women's Voluntary Service re: Use of Navy Building as recreation center for elderly citizens.

Acknowledge and place on file.

From Honorable Elmer E. Robinson re: To all Departments of City Government to function within their respective budgets for fiscal year 1948-1949.

Acknowledge and place on file.

From Recreation Commission, State of California re: Sincere appreciation for making possible Library Commissioners' Room for meeting of State Recreation Commission.

Acknowledge and place on file.

On motion duly made, seconded and unanimously passed, the next regular meeting of the Commission will be held August 3, 1948.

There being no further business, the meeting adjourned.

JUN 8 1948

July 14, 1948

A special meeting of the Planning and Development Committee of the Library Commission held on Wednesday, July 14, 1948 in the Commissioners' Room, Main Library.

The meeting is called to order at 3:00 p.m. Chairman Cuddy presiding.

Commissioners Dettmering, Lacoste, McGill and Mohr present.

Mr. Francis Violich, Senior City Planner is introduced and speaks on the proposed Excelsior Branch Library, and presents a map of the district with indications thereon as to the best possible locations.

City Librarian Clarke suggests that the present site, located on the S.W. corner of London and Russia Streets be sold and the Commission purchase a new location recommended by the City Planning Commission in conformance with the Master Plan.

The Chairman directs the Secretary to communicate with Mr. Eugene Riordan regarding the purchase price of the two available sites recommended by the City Planning Commission and report his findings to the Commission at its next regular meeting, August 3, 1948 and further that the Secretary enclose with the regular meeting notice to the Commission a plat showing the location of the available sites for the inspection and report of the entire Commission.

Mr. Violich asks to be excused and the Chair, on behalf of the Commission, thanks him for his cooperation in this matter.

The Chairman reads a letter from Chief Administrative Officer Brooks, submitting a list of architects to prepare plans for branch library buildings in the Potrero, Excelsior, Marina and Parkside Districts.

Commissioner Mohr recommends that the architectural firms listed, with the exception of Thomsen and Wilson be assigned the following branch library buildings:

Hyman & Appleton & Wolfard	Parkside Branch, McCoppin Square Approximate cost $75,000
Wilbur D. Peugh	Potrero Branch, 20th & Connecticut Sts. Approximate cost $75,000
Kent & Haas	Marina Branch, Chestnut near Fillmore Approximate cost $150,000
J. S. Gould	Excelsior Branch, Site undecided Approximate cost $150,000

The Chair recommends that Commissioner Mohr and City Librarian Clarke collaborate on basic plans for branch library buildings, and consult with the architects for final plans and specifications.

There being no further business to come before this Committee, this meeting is adjourned.

Secretary

JUL 14 1948

August 3, 1948

The regular meeting of the Library Commission held on Tuesday, August 3, 1948 in the Commissioners' Room, Main Library Civic Center.

The meeting is called to order at 4:00 p.m., President Hart presiding.

On roll call the following are noted present: Commissioners Cuddy, Dettmering, Graves, Hart, Kemper, McGill, Markowitz, Mohr. Absent: Commissioners Lacoste and Politzer.

The minutes of the June meeting are approved and adopted.

The report of the Secretary is approved and placed on file.

At the request of the Chair, the Secretary informs the Commission of the resignation of Commissioner Joseph P. Bailey.

Commissioner Kemper expresses his appreciation as a member of the Commission for the interest and unselfish devotion of Commissioner Bailey to the Public Library in particular and the citizens of San Francisco in general and concludes his remarks by congratulating Commissioner Bailey on his election as Second Vice-President of the International Typographical Union.

On motion of Commissioner Markowitz, seconded by Commissioner Kemper, The Secretary is directed to spread these remarks on the minutes and acknowledge Commissioner Bailey's resignation.

COMMITTEE ON LIBRARY OPERATION

No report.

COMMITTEE ON BUILDINGS, CONSTRUCTION & MAINTENANCE

Chairman Mohr refers to the special meeting of the Planning & Development Committee held on July 14, 1948 and informs the Commission of the appointment of the architectural firms of Hyman, Appleton and Wolfard, Wilbur D. Pugh, Kent & Haas, and J. S. Gould for the Parkside, Potrero, Marina and Excelsior Branch Libraries respectively.

Commissioner Mohr concludes her report by recommending the purchase of the S. W. corner of Mission and Ruth Streets for the proposed Excelsior Branch Library, in conformance with the Master Plan of the City and County of San Francisco.

On motion of Commissioner Mohr, seconded by Commissioner Markowitz, the Secretary is requested to notify the Director of Property to negotiate the purchase of a site in the Excelsior District more particularly described as the S. W. Corner of Mission and Ruth Streets and further that the unimproved parcel of land situated at the S. W. Corner of Russia and London Streets, owned by the Library Department be sold.

It is so ordered.

The City Librarian speaks on the Library Annex (former Navy Building) and informs the Commission that the Public Utilities Commission has been granted the use of the third floor by the Library Commission and that the Public Works Department has begun remodeling of the second floor for its use without prior approval by the Library Commission.

On motion of Commissioner Kemper, seconded by Commissioner Markowitz, the Secretary is instructed to communicate with the Director of Property informing him that the Library Commission regrets his action in allocating space in the Library Annex without prior approval by the Library Commission as distinctly understood in previous correspondence between the Library Commission and the Director of Property and more particularly described in Chief Administrative Officer Brooks' letter of June 14, 1948, and further that a copy of this communication be sent to His Honor, Mayor Elmer E. Robinson.

It is so ordered.

AUG 3 1948

On motion of Commissioner Kemper, seconded by Commissioner Markowitz, the Secretary is instructed to send a second letter to the Director of Property giving formal approval of the allocation of space in the Library Annex to the Department of Public Works.

It is so ordered.

COMMITTEE ON PLANNING AND DEVELOPMENT

Chairman Cuddy informs the Commission that the architectural firm of Hyman, Appleton and Wolford is preparing preliminary sketches of the proposed Parkside Branch Library and further that a joint meeting will be held with the Park Commission on August 12, at 4:00 p.m. at the Park Lodge to discuss the placing of this branch library in McCoppin Square.

Commissioner Cuddy concludes his report by eliciting the support of the entire Commission at this meeting.

COMMITTEE ON FINANCE & AUDIT

Chairman Graves refers to the report giving expenditures for the month of July and estimated expenditures for August, and recommends approval.

On motion duly made, seconded and unanimously passed, the expenditures for July and estimated expenditures for August, are approved as follows:

Salaries	$49097.59
Contractual Services	2950.00
Services Sta. Keepers	30.00
Window Cleaning	412.50
Binding	6155.12
Gas and Electricity	1000.00
Material & Supplies	2600.00
Books, Cards etc.	13000.00
Pensions	4100.00
Compensation Insurance	50.00
Rent	1130.00
Services Other Depts.	3175.00
	$83700.21

Salaries	$48000.00
Contractual Services	500.00
Services Sta. Keepers	30.00
Window Cleaning	100.00
Gas and Electricity	1000.00
Materials and Supplies	1000.00
Books, Cards, etc.	5000.00
Pensions	4100.00
Rent	565.00
	$60295.00

On motion duly made, seconded and unanimously passed the following resolut ion is adopted:

Resolution No. 1

Resolved that an Interdepartmental Work Order in the amount of $400 be issued to the credit of our Interdepartmental Appropriation No. 814.992.00 to set up funds for the services of one-third of a janitor, the balance to be paid by the two other departments that will occupy the Navy Building for the period ending December 31, 1948.

Resolution No. 2

Resolved that the Controller be requested to allot the sum of $500, the amount budgeted for the fiscal year 1948-49 in the Overtime Appropriation, the major portion of which will be expended during the month of July 1948.

AUG 2 1948

On motion duly made, seconded and unanimously passed the following resolution is adopted:

Resolution No. 3

Resolved that the Controller be requested to allot an additional amount of $2,000 in the Material and Supplies Appropriation to cover expenditures for the quarter ending September 30, 1948.

On motion duly made, seconded and unanimously passed the following resolution is adopted:

Resolution No. 4

Resolved that an Interdepartmental Work Order be issued in the amount of $1500 additional to the credit of Services of Other Departments to cover expenditures to the end of the quarter ending September 30, 1948.

COMMITTEE ON PUBLIC RELATIONS & PROMOTION

Report progress.

COMMITTEE ON WELFARE OF EMPLOYEES

Report progress.

New Business

The City Librarian informs the Commission of the two meetings held by the Citizens Committee to discuss proposed bond issues to be presented to the electorate at the next regular election held in November, and recommends to the Chair the appointment of a special committee to handle the Library Bond Issue campaign.

President Hart appoints Commissioner Markowitz as Chairman and the balance of his Committee to comprise of the Planning-Development and Public Relations-Promotion Committees.

On motion of Commissioner Kemper, seconded by Commissioner Dettmering, Commissioner Markowitz is nominated and unanimously elected Second Vice-President to fill the vacancy created by the resignation of Commissioner Joseph P. Bailey.

COMMUNICATIONS

From Joseph P. Bailey re: resignation as a member of the Library Commission effective August 1, 1948. Acknowledge and place on file.

From Max G. Funke, Executive Secretary, Mayor's Office re: acknowledgment of Commissioner Bailey's letter of resignation to Mayor Robinson. Place on file.

From Eugene J. Riordan, Director of Property re: Appraisal of two parcels of land in Excelsior District. Refer to minutes.

From Gerald J. Linares, Secretary Park Commission re: Branch library in McCoppin Square. Refer to minutes.

From T. A. Brooks, Chief Administrative Officer re: Charter provisions and classification of duties of Real Estate Department as it pertains to surplus space in Library Annex. Refer to minutes.

From Eugene J. Riordan, Director of Property re: copy of letter addressed to H. C. Vensano, Director of Public Works, regarding space in Library Annex. Acknowledge and place on file.

From Eugene J. Riordan, Director of Property re: acceptance of quitclaim deed from Atlas Production, Inc. & the British American Oil Producing Company, to oil and gas lease on Fuhrman Estate properties. Place on file.

From Chief Administrative Officer re: Acknowledgment of letter from Commission regarding appointment of Eugene J. Riordan, Director of Property. Place on file.

AUG 3 1948

From A. J. Cloud, President City College of San Francisco re: use of Exhibit Hall from October 11-30 for purpose of exhibiting "Who was Portola" illustrations of junior high school students during the Portola Festival.
Permission granted.

From the Drury Company, H. Hilton and Bill Simmons re: professional services in conducting Library Bond Campaign. Refer to Chairman, Library Bond Committee.

From Mrs. Clarence A. Andrews, Daughters American Revolution thanking the Commission for the use of the Commissioners' Room on June 18, 1948.
Acknowledge and place on file.

There being no further business to come before this Commission, this meeting is adjourned.

~~Secretary~~

AUG 3 1948

August 26, 1948

A special meeting of the Library Commission was held on Thursday, August 26, 1948, in the Commissioners' Room, Main Library, Civic Center.

The meeting was called to order at 4:00 p.m., President Hart presiding.

On roll call the following are noted present: Commissioners Graves, Hart, McGill, Markowitz, Mohr and Politzer. Absent: Commissioners Cuddy, Dettmering Kemper and Lacoste.

On vacation - Joseph J. Allen.

City Librarian Clarke informed the Commission that the Park Commission had granted to the Library Department a section of McCoppin Square 128 feet on Taraval and 85 feet on 22nd Avenue as a site for a branch library. The granting of this land to the Library Department was unanimously approved by the Park Commission. City Librarian Clarke requested that a resolution be adopted requesting the Mayor to initiate the necessary proceedings in line with Section 159-Part 1 of the Municipal Code requesting the approval of the Board of Supervisors to the transfer of Park Department land to the Library Department.

On motion of Commissioner McGill, seconded by Commissioner Mohr, and unanimously passed by the members present, it was agreed that a resolution be drawn up to be given to the Mayor.

City Librarian Clarke suggested that a letter be sent to the Park Commission thanking them for their cooperation and generosity in allowing the Library Department to use a portion of McCoppin Square as a site for a branch library for the Parkside district.

It is so ordered.

There being no further business on motion of Commissioner Markowitz seconded by Commissioner Politzer the meeting was adjourned.

City Librarian

AUG 26 1948

September 21, 1948

The postponsd meeting of the Library Commission held on Tuesday, September 21, 1948 in the Commissioners' Room, Main Library.

The meeting is called to order at 4:00 p.m., President Hart presiding.

On roll call the following are noted present: Commissioners Cuddy, Dettmering, Graves, Hart, Kemper, McGill, Markowitz, Mohr and Politzer.

The minutes of the August meeting and special meeting held August 26, 1948 are approved and adopted.

The report of the Secretary is approved and placed on file.

Commissioner Kemper reads the following resolution in memory of Commissioner Eugenie Lacoste:

IN MEMORIAM

MISS EUGENIE LACOSTE

WHEREAS, On the 28th day of August 1948, the San Francisco Library Commission lost Miss Eugenie Lacoste whose services to the City and its Public Library were of exceptional value and whose place in many respects cannot be filled; and

WHEREAS, In the point of age and length of service as a Trustee and Commissioner she was, at the time of her death, the senior member of the Board, being appointed on March 10, 1925, to succeed the late Joseph O'Connor; and

WHEREAS, Her devotion to the interest of the Library was constant. Out of an exceptionally active life she found time not only periodically to visit the many library buildings widely separated throughout the City, but she attended the meetings of the Commission with a regularity that was an example to the other members. She took a keen and knowing interest in all the varied departments of library work and her recommendations were a constant source of development of the Library, making it of increasing usefulness for the people of San Francisco, whose education it was intended to further; and

WHEREAS, As Chairman of the Branch Committee her long years of experience proved invaluable in the preparation of the Library's Bond Issue Extension Program. Miss Lacoste's life-long association with the Public Schools of San Francisco enabled her to maintain a contact between the Library and School Department that was of great value to both these branches of the public service. Of a cheerful and wholesome nature, frank in her opinion, fertile in hsr suggestions, her fellow Commissioners feel a distinct loss in her absence, and here express thsir recognition of the great value to the City of her services as a Commissioner of the Library and their personal regard for a brilliant, kind, earnest and faithful associate; now, therefore, be it

RESOLVED, That the Board of Library Commissioners extend to her family its sympathy for her loss and direct that its meeting today adjourn out of respect to her memory; and be it

FURTHER RESOLVED, That a copy of this sxpression of its appreciation for her long, devoted and faithful service to the San Francisco Public Library in particular and to the City and County as a whole shall be suitably engrossed and presented to her family.

On motion of Commissioner Kemper, seconded by Commissioner Mohr, and unanimously passed, the above resolution is adoptsd.

SEP 21 1948

The City Librarian informs the Commission of Public Library Week, and on motion of Commissioner Cuddy, seconded by Commissioner Mohr, the date of October 24 - 30, 1948 is hereby officially designated as Public Library Week, and that a rsquest be made to His Honor, Mayor Elmer E. Robinson, to issue a proclamation to this effect.

It is so ordersd.

The City Librarian informs the Commission of the California Library Association Convention to be held October 6-9, 1948, at Santa Barbara, California.

On motion of Commissioner Kemper, seconded by Commissioner Mohr, the following resolution is adopted:

RESOLUTION NO. 17

RESOLVED That the City Librarian, Laurence J. Clarke and two members of the Staff Association be permitted to attend the C. L. A. Convention from October 6-9, 1948 at Santa Barbara, California, and be it

FURTHER RESOLVED That traveling expenses incurred be paid from City funds in accordance with City Ordinance #4942, Series 1939, adopted by the Honorable Board of Supervisors, April 15, 1948.

It is so ordered.

The City Librarian reports that in accordance with Section 19e of the Charter of the City and County of San Francisco, the annual report of the Library Department has besn transmitted to His Honor, Mayor Elmer E. Robinson, and copies of this report will be made available to the members of the Commission. The City Librarian speaks on the Great Books Foundation meeting, and on motion of Commissioner Cuddy, seconded by Commissioner Mohr, the Commission hereby sponsors the Great Books Foundation in San Francisco, and further, that the City Librarian bs authorized to sign an application for a grant of $10,000 from a local foundation to defray the cost of this project for the first three years.

It is so ordered.

The City Librarian concludes his report by informing the Commission of the critical situation confronting the Reference Department regarding forthcoming promotional examinations that will deplete the present experienced personnel and of his unsuccessful attempt to have the Civil Service Commission remedy the situation by re-classifying positions in this Department.

The Chair refers the matter to a joint Committee consisting of members of the Library Operations and Welfars of Employees Committees for further study and report.

COMMITTEE ON LIBRARY OPERATIONS

On motion of Commissioner Graves, seconded by Commissioner Kemper, the list of books on political-economic subjects proposed by the Librarian is hereby approved for purchase from the Fuhrman Bequest Fund in the amount of $104.96.

It is so ordered.

COMMITTEE ON BUILDINGS, CONSTRUCTION & MAINTENANCE

On motion of Commissioner Mohr, seconded by Commissioner Cuddy the following resolution is adopted:

RESOLUTION NO. 16

RESOLVED, That the Civil Service Commission be permitted to occupy the south side of the first floor of 45 Hyde Street, (known as the Library Annex) for a period of three months commencing September 15, 1948; and, be it

FURTHER RESOLVED, That the cost of maintenance of these quarters be charged to the Civil Service Commission.

SEP 21 1948

COMMITTEE ON PLANNING & DEVELOPMENT

Commissioner Cuddy informs the Commission that plans are being developed for the Parkside Branch Library to be located in McCoppin Square by the architectural firm of Hyman, Appleton and Wolfard.

COMMITTEE ON FINANCE AND AUDIT

Commissioner Graves refers to the report giving expenditures for the month of August and estimated expenditures for September and recommends approval.

On motion duly made, seconded and unanimously passed, the expenditures for August and estimated expenditures for September are approved as follows:

Salaries	$48550.57
Contractual Services	400.00
Services Station Keepers	30.00
Window Cleaning	415.00
Gas and Electricity	900.00
Materials and Supplies	1224.32
Books, Cards etc.	5915.54
Pensions	4100.00
Rent	565.00
Services Other Departments	1500.00
	$63600.43

Salaries	$48000.00
Contractual Services	500.00
Services Station Keepers	30.00
Window Cleaning	100.00
Gas and Electricity	900.00
Materials and Supplies	500.00
Books, Cards etc.	2500.00
Pensions	4100.00
Rent	565.00
Services Other Departments	3150.00
	$60345.00

On motion duly made, seconded and unanimously passed the following resolution is adopted:

RESOLUTION NO. 5

Resolved that His Honor, the Mayor, be requested to appropriate the sum of $132.00 out of Compsnsation Ressrve to compensats one O-1 Chauffeur set up in the budget at $266. psr month and entitled to $277. per month according to amendment of ths Civil Service Commission under date of August 10, 1948, being submitted to the Board of Supervisors.

On motion duly made, seconded and unanimously passed the following resolution is adoptsd:

RESOLUTION NO. 6

Resolved that an Interdepartmental Work Ordsr be issued to cover general repair to boiler and heating system - radiators and valves at the Library Annex as per Job Estimate No. 155 in the amount of $510.

On motion duly made, seconded and unanimously passed the following rssolution is adopted:

RESOLUTION NO. 7

Resolved that an Interdepartmsntal Work Order be issued to cover the estimate on Removing the awning from the east side of Library Annex Building and alterations to first floor as requested and covered in Job Estimate #163 for $810.00.

SEP 21 1948

On motion duly made, seconded and unanimously passed the following resolution is adopted:

RESOLUTION NO. 8

Resolved that an Interdepartmental Work Order be issued to cover the estimate on Fastening nine transite leaders with new straps at the Library Annex and covered in Job Estimate #201 for $220.00

On motion duly made, seconded and unanimously passed the following resolution is adopted:

RESOLUTION NO. 9

Resolved that an Interdepartmental Work Order be issued to cover installation of underground electrical service at the North Beach Branch Library as per Job Estimate #195 for $350.00

On motion duly made, seconded and unanimously passed the following resolution is adopted:

RESOLUTION NO. 10

Resolved that the Controller be requested to allot the sum of $4900.00 in the Equipment appropriation being one-fourth the sum budgeted for the fiscal year 1948-49.

On motion duly made, seconded and unanimously passed the following resolution is adopted:

RESOLUTION NO. 11

Resolved that an Interdepartmental Work Order in the amount of $3,000.00 be issued to cover repairs to the Main Library and branches for the quarter October 1, 1948 to December 31, 1948.

On motion duly made, seconded and unanimously passed the following resolution is adopted:

RESOLUTION NO. 12

Resolved that an Interdepartmental Work Order in the amount of $150.00 be issued to cover repairs to automotive equipment for the quarter October 1, 1948 to December 31, 1948.

On motion duly made, seconded and unanimously passed the following resolution is adopted:

RESOLUTION NO. 13

REsolved that an Interdepartmental Work Order in the amount of $550.00 be issued to cover Job Estimate #237 to furnish and install 30-gallon hot water heater and hot water pipe to fixtures and connect flue of water heater to brick chimney at Mission Branch.

On motion duly made, seconded and unanimously passed the following resolution is adopted:

RESOLUTION NO. 14

Resolved that an Interdepartmental Work Order in the amount of $200. be issued to cover minor repairs to the Navy Building at 45 Hyde Street for the period ending December 31, 1948.

On motion duly made, seconded and unanimously passed the following resolution is adopted:

RESOLUTION NO. 15

Resolved that an additional Interdepartmental Work Order in the amount of $75.00 be issued to cover repairs to automotive equipment for the quarter ending September 30, 1948.

COMMITTEE ON PUBLIC RELATIONS AND PROMOTION

Report progress.

SEP 21 1948

On motion of Commissioner Ksmper, seconded by Commissioner Mohr, the following resolution is adopted:

RESOLUTION NO. 18

Resolved that the City Librarian be granted permission to use his personal automobile for transportation to attend the C. L. A. Convention at Santa Barbara, California from October 6-9, 1948 and to visit libraries in Southern California.

It is so ordered.

COMMITTEE ON WELFARE OF EMPLOYEES

Commissioner Dettmering announces joint committee of Library Operations and Welfare of Employees will investigats matter of reclassification of positions in Reference Department as directed by the Chair.

OLD BUSINESS

Commissioner Markowitz reports progress on Library Bond Committee.

NEW BUSINESS

City Librarian introduces Miss Natalie Mayo, Head Children's Librarian who reports on the Amer. Library Assn. convention held at Atlantic City, New Jersey, from June 14-19, 1948, on the functions and activities of the Children's Section during the convention.

COMMUNICATIONS

From Mrs. Celeste Etcheverry, thanking the Commission for flowers sent to Commissioner Lacoste, deceased.

Place on file.

From California Library Association, notifying the Commissioners of the fiftieth annual meeting of the C. L. A. in Santa Barbara, California, October 6-9, 1948.

Place on file.

From San Francisco Convention & Tourist Bureau re: American Association of School Administrators meeting February 20-23, 1949, and requesting use of the Assembly Hall for this convention.

Reply as directed by the Commission.

From San Francisco Unified School District re: use of Exhibit Room one night a week for Adult Forum series.

Reply as directsd by the Commission.

From Eugene J. Riordan, Director of Property re: reply to Secretary's letter of August 10, 1948.

Place on file.

From Eugene J. Riordan, Director of Property re: proposed purchase of S. W. corner Mission & Ruth Sts. for branch library purposes.

Acknowledge and place on file.

From Eugene J. Riordan, Director of Property, requesting accomodations in the ground floor of 45 Hyde Street for Civil Service Commission temporary offices.

Grant permission as stipulated by commission.

From Board of Supervisors re: Resolution in memorium to Commissioner Eugenie Lacoste.

Place on file.

From former Commissioner Joseph P. Bailey a letter of condolence on the dsath of Miss Lacoste.

Acknowledge and place on file.

There being no further business to coms before this Commission, this meeting is adjourned.

Secretary

The proceedings of the postponed meeting of the Library Commission held Tuesday, October 19, 1948, in the Commissioners' Room, Main Library.

The meeting is called to order at 4:00 p.m., Presidsnt Hart presiding.

On roll call, the following are noted present: Commissioners Cuddy, Graves, Hart, Kemper, McGill and Mohr. Absent: Commissionsrs Dettmering, Markowitz and Politzer.

The Chair suspends the regular order of business to introduce a committee consisting of property owners and interestsd citizens of ths Excelsior District regarding the proposed site of the Excelsior Branch Library.

The Chair refers this matter to the Planning and Development Committee with instructions to meet with the above committee for further discussion and report.

The minutes of the September meeting are approved and adopted.

The rsport of the Secretary is approved and placed on file.

COMMITTEE ON LIBRARY OPERATIONS

No report.

COMMITTEE ON BUILDINGS, CONSTRUCTION AND MAINTENANCE

On motion of Commissioner Mohr, seconded by Commissioner Cuddy, the following resolution is adopted:

RESOLUTION NO. 19

TRANSFERRING JURISDICTION OF A PARCEL OF CITY LAND IN McCOPPIN SQUARE TO LIBRARY DEPARTMENT, ASSESSOR'S BLOCK 2351.

WHEREAS, the City and County of San Francisco, a municipal corporation, is ths owner of certain real property situated in San Francisco, California, known as McCoppin Square, now under jurisdiction of the Park Commission; and

WHEREAS, the City's Library Department desires control of a certain parcel of said real property for the purpose of constructing and operating a Branch Public Library thereon, which parcel is hereinafter described; and

WHEREAS, the Director of Property has reported to the Mayor the present estimated value of said parcel of land to be $15,000.00 and that no improvements ars located thereon; and

WHEREAS, it is the opinion of the Director of Property that said parcel of land can be more advantageously used by the Library Department, and the Park Commission has consanted to the proposed transfer as set forth herein; and

WHEREAS, the Mayor has recommended such proposed transfer; and

WHEREAS, in accordance with the forsgoing, this Board hereby determines that said parcel is no longer necessary and advantageous to the Park Commission and can be advantageously used by the Library Department.

NOW, THEREFORE, BE IT RESOLVED, That the jurisdiction of said parcel of land be and is hereby transferred to the Library Department with the understanding that if said site is abandoned for that purpose by the Library Dspartment at some future date, the jurisdiction thereof shall thereupon revert to the Park Commission. Said parcel of land to be used for a Branch Public Library is situated in the City and County of San Francisco, State of California, and is particularly described as follows:

OCT 19 1948

COMMENCING at the point of intersection of the northerly line of Taraval Street with the westerly line of Twenty-second Avenue and running thence westerly along said line of Taraval Street 128 feet; thence at a right angle northerly 85 feet; thence at a right angle easterly 128 feet, to the said westerly line of Twenty-second Avenue; thence southerly along said line of Twenty-second Avenue 85 feet to the point of Commencement.

BEING a portion of Assessor's Block 2351.

On motion of Commissioner Cuddy, seconded by Commissioner Mohr, the Secretary is instructed to communicate with Mr. T. A. Brooks, Chief Administrative Officer, commending Mr. Dodge Riedy, City Architect, for his efforts in the preparation of preliminary sketches and plans that were of invaluable assistance in the obtaining of a portion of McCoppin Square from the Park Department for Library purposes, and further that a copy of this letter be sent to Mr. H. C. Vensano, Director of Public Works.

It is so ordered.

COMMITTEE ON PLANNING AND DEVELOPMENT

On motion of Commissioner Cuddy, seconded by Commissioner McGill, the Library Commission hereby appoints the architectural firms of Kent and Hass and Appleton-Wolford to prepare drawings, specifications and preliminary estimates of cost; and to give General Architectural and Engineering Supervision for the construction of branch libraries in the Marina and Parkside Districts at an estimated construction cost of $150,000. each.

It is so ordered.

Commissioner Cuddy recommends that the Secretary hold in abeyance the agreement for preparation of plans and specifications for the Excelsior Branch Library until a specific location is agreed upon by the Library Commission.

It is so ordered.

COMMITTEE ON FINANCE, AUDIT AND BUDGET

Commissioner Graves refers to the report giving expenditures for the month of September and estimated expenditures for October.

On motion duly made, seconded and unanimously passed, the expenditures for September and estimated expenditures for October are approved as follows:

Salaries	$46,050.34
Contractual Services	375.94
Services Sta. Keepers	30.00
Window Cleaning	169.00
Binding	-0-
Gas and Electricity	1000.00
Materials and Supplies	1485.34
Books, Cards etc.	5168.15
Equipment	579.13
Pensions	4100.00
Rent	565.00
Services Other Depts.	4125.00
	$63647.90

Salaries	$48000.00
Contractual Services	500.00
Services Sta. Keepers	30.00
Window Cleaning	169.00
Gas and Electricity	1000.00
Materials and Supplies	500.00
Books, Cards etc.	5000.00
Pensions	4100.00
Rent	565.00
	$59864.00

On motion of Commissioner Graves, seconded by Commissioner Kemper, the list of books on political and economic subjects prepared by the Librarian is hereby approved for purchase from the Fuhrman Bequest Fund in the amount of $223.96.

Commissioner Mohr informs the Commission of a collection of cookbooks owned by the Safeway Stores, Inc., and their desire to dispose of this collection for the sum of $1,000.

On motion duly made, seconded and unanimously passed, the Secretary is instructed to communicate with Miss Isabella Frost, Safeway Stores Librarian, informing her that inasmuch as most of these volumes are in the San Francisco Public Library Collection, this generous offer is declined.

COMMITTEE ON PUBLIC RELATIONS & PROMOTION

Report Progress.

COMMITTEE ON WELFARE OF EMPLOYEES

No report.

OLD BUSINESS

The City Librarian reports on the progress of the Library Bond Campaign and the Chair appoints Commissioner McGill as acting chairman during the illness of Commissioner Markowitz.

The City Librarian informs the Commission of a meeting with Mr. Green, Mr. Clarvoe and himself in the matter of the Great Books Foundation.

Commissioner Mohr motions and is seconded by Commissioner Cuddy that a motion passed at the last regular meeting of the Commission pertaining to the Great Books Foundation be rescinded.

It is so ordered.

On motion of Commissioner Cuddy, seconded by Commissioner Mohr, the Library Department hereby extends its cooperation and facilities as may be needed and available for the Great Books Foundation and that a letter be sent to the Rosenberg Foundation to this effect.

It is so ordered.

NEW BUSINESS

Commissioner Mohr reports on the 50th California Library Association Convention held at Santa Barbara from October 6-9, 1948 and particularly emphasized the Trustee Section discussion on the Trustees' responsibility in recruiting personnel for librarianship.

The City Librarian recommends that Public Library Week be held after the first of the year because of the current bond campaign, National Book Week, and other events taking place during the months of October and November.

The City Librarian reads a communication from Maurice P. Smith, requesting a disability transfer from the Public Welfare Department to the Library Department.

Inasmuch as Mr. Smith does not qualify for a position as X42 Librarian, the Library Commission regretfully denies his request.

COMMUNICATIONS

From Eugene J. Riordan, Director of Property re: Excelsior Branch Library site.

Refer to Planning & Development Committee.

From Donald W.Cleary, Legislative Representative of the City and County of San Francisco re: 58th Session of the California Legislature in Sacramento.

Acknowledge and place on file.

From Russ Williams, Administrative Intern of St. Francis Hospital re: request the privilege of using public library books for distribution among patients.

Reply with City Attorney's opinion.

From Mrs. Richard S. Cahn, City Government Chairman, League of Women Voters re: Additional information desired on Library Bond Campaign.

City Librarian to acknowledge with additional information desired.

From Eugene J. Riordan, Director of Property re: Transferring jurisdiction of a certain portion of McCoppin Square from the Park Commission to the Library Department for branch library purposes.

Refer to minutes.

From H. C. Vensano, Director of Public Works re: Architects' contracts covering the Marina, Excelsior and Parkside Branch Libraries.

Refer to minutes.

From T. A. Brooks, Chief Administrative Officer and H. C. Vensano, Director of Public Works. re: Bureau of Architecture preparing plans for Potrero Branch Library.

Refer to Planning and Development Committee.

From Kent & Hass, Architects re: Letter of appreciation for the appointment of their firm as architects for the proposed Marina Branch Library.

Acknowledge and place on file.

From Maurice P. Smith re: Disability transfer from Public Welfare Department to Public Library Department.

Refer to minutes.

There being no further business to come before this Commission, this meeting is adjourned.

Secretary

OCT 19 1948

November 16, 1948

The proceedings of the postponed meeting of the Library Commission held Tuesday, November 16, 1948 in the Commissioners' Room, Main Library.

The meeting is called to order at 4:00 p.m., President Hart presiding.

On roll call the following are noted present: Commissioners Ames, Bresee, Cuddy, Dettmering, Graves, Hart, La Place, McGill and Mohr. Absent: Commissioners Markowitz and Politzer.

The minutes of the October meeting are approved and adopted.

The report of the Secretary is approved and placed on file.

COMMITTEE ON LIBRARY OPERATIONS

No report.

COMMITTEE ON BUILDINGS, CONSTRUCTION & MAINTENANCE

Commissioner Mohr informs the Commission of the proposed re-location of the Newspaper Room from the Main Library to the Library Annex located at 45 Hyde Street and the re-location of the Librarian's Office from the second floor to the third floor of the Main Library.

Commissioner Cuddy reports the acceptance by the City and County of San Francisco from Moore S. and Hazel J. Achenbach of an extensive collection of etchings, lithographs and other forms of graphic arts and drawings, consisting of approximately 75,000 works of art to be delivered to and remain in the custody of the Library Commission under certain conditions of the bequest.

Commissioner McGill expresses his appreciation to Commissioners Hart and Cuddy and Librarian Clarke for their efforts in obtaining this valuable gift for the Public Library.

Commissioner Cuddy motions and is seconded by Commissioner Dettmering that the Librarian prepare a suitable resolution of acceptance for this magnificent gift as outlined in the Communication of Moore S. and Hazel J. Achenbach to His Honor, Mayor Elmer E. Robinson, dated October 18, 1948.

It is so ordered.

The Chair appoints Commissioners Ames, Cuddy and Hart and City Librarian Clarke as a special committee to handle the details of the Achenbach Collection.

COMMITTEE ON PLANNING & DEVELOPMENT

On motion of Commissioner Cuddy, seconded by Commissioner Mohr, the Library Commission hereby appoints the architectural firm of Pollock and Pope to prepare drawings, specifications and preliminary estimates of cost; and to give General Architectural and Engineering Supervision for the construction of a branch library in the Potrero District at an estimated construction cost of $50,000.

It is so ordered.

COMMITTEE ON FINANCE, AUDIT AND BUDGET

Commissioner Graves refers to the report giving expenditures for the month of October and estimated expenditure for November. On motion duly made, seconded and unanimously passed, the expenditures for October and estimated expenditures for November are approved as follows:

NOV 16 1948

Salaries	$46,854.31
Contractual Services	2,960.85
Services Station Keepers	30.00
Window Cleaning	100.00
Gas and Electricity	1,000.00
Materials & Supplies	1,349.44
Books, Cards etc.	3,841.01
Equipment	400.00
Pensions	4,100.00
Membership dues	142.51
Rent	565.00
	$61,343.12

Salaries	$48,000.00
Contractual Services	500.00
Binding	7,332.77
Services Station Keepers	30.00
Window Cleaning	100.00
Gas and Electricity	1,000.00
Materials and Supplies	500.00
Books, Cards etc.	5,000.00
Equipment	200.00
Pensions	4,100.00
Rent	565.00
	$67,496.77

On motion duly made seconded and unanimously passed the following resolution is adopted:

RESOLUTION NO. 20

Resolved that an Interdepartmental Work Order in the amount of $700. be issued to the Department of Public Works to cover preliminary drawings etc. for the alterations to the Librarian's offices on the 3rd floor, Main Library as per estimate.

On motion duly made seconded and unanimously passed the following resolution is adopted:

RESOLUTION NO. 21

Resolved that an Interdepartmental Work Order in the amount of $3,500. be issued to the Department of Public Works to cover architectural services for preparing plans and specifications for the Potrero Branch Library to be erected at a cost of $50,000. the fee to be 7% or $3,500.

On motion of Commissioner Graves, seconded by Commissioner Cuddy, the list of books on political and economic subjects prepared by the Librarian is hereby approved for purchase from the Fuhrman Bequest Fund in the amount of $398.12.

The City Librarian informs the Commission of the installation of fluorescent fixtures in the Art, Reference and Special Book Rooms, and the failure of the contractor in fulfilling the specified guarantee of light intensity.

On motion of Commissioner Cuddy, seconded by Commissioner Mohr, it is recommended that the Bureau of Heat, Light and Power inform the successful bidder that formal acceptance and subsequent payment will not be made until full compliance of the specifications contained in the contract is accomplished.

It is so ordered.

OLD BUSINESS

Commissioner McGill speaks on the recent Library Bond Campaign and reads a final report prepared by Mr. William Simons, Campaign Director of the Citizens Committee for Library Bonds.

NOV 16 1948

Commissioner McGill concludes his remarks with the recommendation that a letter of appreciation be sent to Commissioner Markowitz for his unselfish devotion and untiring efforts on behalf of the Library Commission as Chairman of the Library Bond Committee.

It is so ordered.

The City Librarian informs the Commission that the Great Books group is now in operation and discussion leaders will commence training about December 6, 1948 and discussion groups will be organized and meetings held at the Main Library and several branches about January 15, 1949.

NEW BUSINESS

The City Librarian reports on the proposed budget for the Library Department for the fiscal year 1949-50.

Following approval of each appropriation seriatim, on motion of Commissioner McGill, seconded by Commissioner Graves, the following budget requests for 1949-50 are approved:

BUDGET 1949-50

	1948-49	1949-50	Increase
Permanent Salaries	$436890.	$512080	$ 75190
Temporary Salaries	3000	5000	2000
Wages	142435	147435	5000
Overtime Allowance	500	1000	500
Contractual Services	27970	30000	2030
Binding	30000	50000	20000
Heat, Light, Power	15250	15250	...
Material & Supplies	12500	15000	2500
Books, & Bindery Mat.	90000	150000	60000
Equipment	20000	55000	35000
Fixed Charges	7220	7220	...
Retirement Allowances	50067	58594	8527
Services Other Depts.	19200	29200	10000
Plans	20000	30000	10000
Land	...	30000	30000
	$875032	$1135779	$260747

A copy of the above report will be made available to the members of the Commission for their information and suggestions prior to the final adoption of the budget request at the next regular meeting of the Commission.

COMMUNICATIONS

From Commissioner George W. Kemper re: Resignation from Library Commission.

Acknowledge and place on file.

From Honorable Elmer E. Robinson re: Copy of letter to Commissioner George W. Kemper accepting resignation from the Library Commission.

Place on file.

From Marina Civic Improvement Association re: Branch Library in Marina District.

Refer to Planning & Development Committee.

There being no further business, the meeting is adjourned.

Secretary

NOV 16 1948

November 30, 1948

A special meeting of the Planning and Development Committee of the Library Commission held Tuesday, November 30, 1948 at 10:00 a.m. at the Excelsior Branch Library, Ocean and Mission streets, to discuss with the property owners a site more particularly described as the S. E. corner of Ruth and Mission streets, for the future Excelsior Branch Library.

The following are noted present: Commissioners John J. Cuddy, Chairman, Ames, McGill and Mohr, City Librarian Clarke, Secretary Allen, Mr. Charles Fanning, Real Estate Department, Mr. Francis Violich, Assistant City Planner, Misses Madeline, Evelyn and Helen Rissetto and Mr. Albert Borelli, property owners, Mr. Joseph Jackson and Thomas Valsrga, attorney and real estate representative, respectively.

Chairman Cuddy addresses the group regarding the Planning and Development Committee's exhaustive search for a suitable location for the proposed branch library in accord with standards laid down by the American Library Association, the Master Plan of the City and County of San Francisco, and recognized leaders in the field of Library Science, and concludes his remarks by calling on Mr. Charles Fanning of the Real Estate Department and Mr. Francis Violich, of the City Planning Department.

Mr. Fanning speaks on an offer made to the Rissetto and Borelli families in the amount of $14,700 for the above-described parcels of land.

Mr. Violich speaks on the recommendation of the City Planning Commission as to this location as the most logical site for Library purposes and its conformance with the Master Plan of the City and County of San Francisco.

Mr. Borelli, owner of the inside 27', speaks of the preliminary plans for building on his property, and presents a rough drawing of the proposed building to Commissioner Cuddy and the Committee for their information.

Miss Madeline Rissetto, spokesman for the Rissetto family, presents her views on this particular location, their unwillingness to sell, and suggests to the Committee a tour of locations in the immediate vicinity.

The Chair thanks Miss Rissetto for her suggestions and rscommends to the Committee that they proceed on this tour of suggested locations.

After traversing the area, Commissioner Cuddy, on behalf of the Library Commission in general and the Planning and Development Committee in particular, thanked the Rissetto and Borelli group for their attendance at this meeting and concludes the meeting at 11:30 AM.

While enroute to the City Hall, Commissioner Cuddy suggests to Mr. Charles Fanning of the Real Estate Department that he obtain a valuation and purchase price for a structure adjoining the present Excelsior Branch Library as one of the alternatives for branch library purposes in this district.

John J. Cuddy

Chairman, Planning and Development Committee

NOV 30 1948

December 7, 1948

Proceedings of the December meeting of the Library Commission held in the Commissioners' Room, Main Library.

Meeting is called to order at 4:00 p.m., President Hart presiding.

On roll call the following are noted present: Commissioners Ames, Bresee, Cuddy, Dettmering, Graves, Hart, McGill and Mohr. Absent: Commissioners La Place, Markowitz and Politzer.

The minutes of the November meeting are approved and adopted.

The report of the Secretary is approved and placed on file.

The report of the City Librarian is read and ordered filed.

The City Librarian reports on revisions made to the budget estimate since the November meeting, and on motion of Commissioner Cuddy, seconded by Commissioner Dettmering, the following revised budget for the fiscal year 1949-50 is unanimously approved.

BUDGET 1949-50

	1948-49	1949-50	Increase
Permanent Salaries	$436,890	$512,080	$ 75,190
Temporary Salaries	3,000	5,000	2,000
Wages	142,435	147,435	5,000
Overtime Allowance	500	1,000	500
Contractual Services	27,970	30,000	2,030
Binding	30,000	50,000	20,000
Heat, Light, Power	15,250	15,250	...
Material & Supplies	12,500	17,500	5,000
Books, Bindery Material	90,000	150,000	60,000
Equipment	20,000	30,000	10,000
Fixed Charges	7,220	7,600	380
Retirement Allowances	50,067	58,594	8,527
Services Other Depts.	19,200	29,200	10,000
Plans	20,000	32,250	12,250
Lighting	...	25,000	25,000
Land	...	30,000	30,000
	$875,032	$1,140,909	$265,877

The City Librarian speaks on the recent Library Bond Issue Campaign and announces the official tabulation of 177,652 YES against 108,273 NO, failing by a narrow margin the two-thirds majority for passage.

The City Librarian informs the Commission that the special committee for the Achenbach Print Collection, consisting of Commissioners Ames, Cuddy, Hart and Librarian Clarke, has requested the Civil Service Commission to set up the position of director on a half-time basis at a salary of $3600 per year, and also to create a position of one X42 Librarian to assist in the handling, indexing etc. of this Collection. The X42 Librarian would also be responsible for the bound newspaper files in the Newspaper Department when the present newspaper reading room is moved to the Library Annex at 45 Hyde Street about December 20, 1948.

The City Librarian speaks on the phenominal success of the Great Books Committee in recruiting discussion leaders and announces that shortly after the first of the year, discussion groups will be organized throughout the city.

The City Librarian speaks on the plans for removal of the Librarian's Office from the second to the third floor and the utilization of the vacated space for the housing of the Schmulowitz Collection of Wit and Humor, office space for the Reference Department and quarters where typing can be done by business firms and individuals. He also discusses the re-location of the Order Department now inaccessible by elevator or book truck, to the third floor adjoining the Catalog Department.

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The City Librarian informs the Commission of the customary holiday closing, and on motion duly made, seconded and unanimously passed, the Library Department will be closed on Friday, December 24 and 31, at 4:00 p.m. and remain closed on Christmas and New Year's Days, and the Sundays following these holidays.

The City Librarian concludes his report on the purchase of books from the Fuhrman Bequest Fund and an additional gift from former Commissioner Nat Schmulowitz of thirty-one volumes to be included in his Collection of Wit and Humor.

On motion duly made, seconded and unanimously passed, the list of books on political and economic subjects prepared by the Librarian is hereby approved for purchase from the Fuhrman Bequest fund in the amount of $387.00.

COMMITTEE ON LIBRARY OPERATIONS

No report.

COMMITTEE ON BUILDINGS, CONSTRUCTION AND MAINTENANCE

Commissioner Mohr speaks on the re-location of the Order Department and submits a tentative floor plan showing the proposed renovation necessary to accomplish this objective. Commissioner Mohr states that an estimate will be obtained from the Department of Public Works for this work, and that formal action of the Commission will be requested at the next regular meeting.

COMMITTEE ON PLANNING AND DEVELOPMENT

Commissioner Cuddy reports on a special committee meeting held Tuesday, November 30, 1948 at the Excelsior Branch Library with the owners of an unimproved parcel of land more particularly described as the S. E. Corner of Ruth and Mission streets for branch library purposes.

Commissioner Cuddy concludes his report by recommending that the Real Estate Department submit a list of improved and unimproved parcels of property in the immediate neighborhood to this Committee for its consideration and recommendation to the Commission.

It is so ordered.

COMMITTEE ON FINANCE, AUDIT AND BUDGET

Commissioner Graves refers to the report giving expenditures for the month of November and estimated expenditures for December, and recommends approval.

On motion duly made, seconded and unanimously passed the expenditures for November and estimated expenditures for December are approved as follows:

Salaries	$44,469.25
Contractual Services	8,590.45
Window Cleaning	100.00
Services Station Keepers	30.00
Binding	7,332.77
Gas & Electricity	1,000.00
Material and Supplies	1,411.46
Books, Cards etc.	9,199.53
Equipment	169.00
Pensions	4,100.00
Compensation Insurance	100.00
Membership dues	57.90
Rent	565.00
Services Other Departments	300.00
	$77,425.36

Salariee	$45,000.00
Contractual Servicee	500.00
Servicee Station Keepers	30.00
Window Cleaning	312.50
Gas & Electricity	1,000.00
Material and Suppliee	500.00
Booke, Cards etc.	5,000.00
Equipment	500.00
Pensions	4,100.00
Rent	565.00
Compensation Insurance	50.00
Services Other Departments	2,150.00
	$59,707.50

On motion duly made, seconded and passed, the following resolution is adopted:

RESOLUTION NO. 22

Reeolved that an Interdepartmental Work Order in the amount of $300.00 be issued to the Department of Public Works to supplement the quarterly order for $3,000. to cover additional repairs to the Main Library and branches for the period ending December 31, 1948.

On motion duly made, seconded and passed, the following resolution is adopted:

RESOLUTION NO. 23

Resolved that an Interdepartmental Work Order in the amount of $1,400. be issued to the Department of Public Works to reimburse them for the services of a painter for the period from January 1, 1949 to March 31, 1949.

On motion duly made, seconded and passed, the following resolution is adopted:

RESOLUTION NO. 24

Resolved that an Interdepartmental Work Order in the amount of $600. be issued to cover repairs to the Main Library and branches for the quarter from January 1, 1949 to March 31, 1949.

On motion duly made, seconded and passed, the following resolution is adopted:

RESOLUTION NO. 25

Resolved that an Interdepartmental Work Order in the amount of $150. be issued to cover repairs to automotive equipment for the quarter from January 1, 1949 to March 31, 1949.

On motion duly made, seconded and passed, the following resolution is adopted:

RESOLUTION NO. 26

Resolved that an Interdepartmental Work Order in the amount of $25.00 be issued to the Purchasing Department to cover Photostat work for the quarter from January 1, 1949 to March 31, 1949.

On motion duly made, seconded and passed, the following resolution is adopted:

RESOLUTION NO. 27

Resolved that an Interdepartmental Work Order in the amount of $150.00 be issued to the Retirement System to cover Workmen's Compensation benefits for the six-month period from January 1, 1949 to June 30, 1949.

On motion duly made, seconded and passed, the following resolution is adopted:

RESOLUTION NO. 28

Resolved that an additional allotment for $4,700. be issued in the Equipment appropriation to furnish funds for the quarter ending March 31, 1949.

On motion duly made, seconded and passed, the following resolution is adopted:

RESOLUTION NO. 29

Resolved that an Interdepartmental Work Order in the amount of $100.00 be issued to the Retirement System as an additional charge to our previous work order to cover Workmen's Compensation benefits for the six-month period from July 1, 1948 to December 31, 1948.

On motion duly made, seconded and passed, the following resolution is adopted:

RESOLUTION NO. 30

Resolved that the Controller be requested to transfer the amount of $224.00 from the alloted funds in Contractual Services to the credit of Rentals, Appropriation 814.880.00 to augment the amount appropriated in the 1947-48 budget to cover the additional amount of rent paid for the period ending June 30, 1949.

On motion duly made, seconded and passed, the following resolution is adopted:

RESOLUTION NO. 31

Resolved that the Controller be requested to allot the amount of $7,000. in the Contractual Appropriation to cover periodical and newspaper subscriptions for the year 1948-49.

On motion duly made, seconded and passed, the following resolution is adopted:

RESOLUTION NO. 32

Resolved that the Controller be requested to allot the amount of $1400. in the Material and Supplies Appropriation to cover purchases of needed Material and Supplies for the period ending December 31, 1948.

COMMITTEE ON PUBLIC RELATIONS AND PROMOTION

Report progress.

COMMITTEE ON WELFARE OF EMPLOYEES

Commissioner Dettmering informs the Commission of a letter sent to members of the Civil Service Commission regarding the re-classification of certain personnel assigned to the Reference Department, and his subsequent notification that the matter has been referred to Mr. William L. Henderson, Secretary of the Commission for investigation and report.

COMMUNICATIONS

From Mr. T. A. Brooks, Chief Administrative Officer re: acknowledgement of letter and accompanying communication from the architectural firm of Kruger and Kruger.

Place on file.

From William L. Henderson, Personnel Director and Secretary, Civil Service Commission re: vacating temporary quarters on second floor of 45 Hyde Street, and requesting extension of time with respect to Room 110, first floor in same building.

Acknowledge with permission to occupy above quarters under certain conditions outlined by the Library Commission.

From Ralph Isaacs, Secretary, Marina Civic Improvement Association re: acknowledging receipt of communication relative to establishing branch library in MarinaDistrict.

Place on file.

There being no further business to come before this Commission, the meeting is adjourned.

Secretary

DEC 7 - 1948

January 4, 1949

Proceedings of the January meeting of the Library Commission held in the Commissioners' Room, Main Library.

Meeting is called to order at 4:00 p.m., President Hart presiding.

On roll call the following are noted present: Commissioners Ames, Bresee, Cuddy, Graves, Hart, La Place, McGill, Mohr and Politzer. Absent: Commissioners Dettmering and Markowitz.

The minutes of the December meeting are approved and adopted.

The report of the Secretary is approved and placed on file.

The report of the Librarian is read and ordered filed.

The City Librarian refers to the report of the Library committee of the Grand Jury and specifically mentions its recommendations as to additional personnel and an increased budget as well as a proper classification scheme for the entire Library Department with particular emphasis on the Reference Division.

The City Librarian, in the absence of Commissioner Dettmering, informs the Commission of a joint meeting held with the Civil Service Commission and the Library Committee on Welfare of Employees on December 15, 1948 to discuss the reclassification of personnel assigned to the Reference Division of the Main Library.

He suggests that theCivil Service Commission be requested to inform the Library Commission of its action in this matter before the next regular meeting of the Library Commission.

It is so ordered.

The City Librarian concludes his report by recommending approval for purchase from the Fuhrman Bequest Fund, a list of books on political and economic subjects.

On motion duly made, seconded and unanimously passed, this list of books, in the amount of $819.54, is hereby approved for purchase from the Fuhrman Bequest Fund.

The Chair reports receipt of five rare prints by Albrecht Durer presented to the City and County of San Francisco in general and the Library Department in particular from Hazel J. and Moore S. Achenbach as the initial gift for the creation of the Achenbach Foundation for Graphic Arts which has created nation-wide publicity for the San Francisco Public Library.

The City Librarian suggests that a letter of appreciation be sent Hazel J. and Moore S. Achenbach by the Library Commission thanking them for their generosity in presenting these rare prints to the San Francisco Public Library for exhibition to the public.

COMMITTEE ON LIBRARY OPERATIONS

No report.

COMMITTEE ON BUILDINGS, CONSTRUCTION AND MAINTENANCE

Commissioner Mohr speaks on the estimate obtained from the Department of Public Works for alterations to the Third Floor, North Wing, combining the Order and Catalog Departments discussed at the December meeting of the Commission.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

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RESOLUTION NO. 33

Resolved that an Interdepartmental Work Order be issued to the Department of Public Works in the amount of $1800. to cover alterations to the third floor, Main Public Library, combining the Catalog and Order Departments as per Job Estimate No. 528.

Commissioner Mohr concludes her report by informing the Commission that on Wednesday, January 12, 1949, the City Librarian and this Committee will visit and inspect two recently constructed branch libraries in Oakland, and will report their findings to the Commission.

COMMITTEE ON PLANNING AND DEVELOPMENT

Commissioner Cuddy reports that the Real Estate Department, in accord with the request of this Committee will make a survey of the neighborhood surrounding Ocean Avenue and Mission Streets for sites suitable for branch library purposes and further, that this committee will inspect these sites and report its findings to the Commission.

COMMITTEE ON FINANCE, AUDIT & BUDGET

Commissioner Graves refers to the report giving expenditures for the month of December and estimated expenditures for January and recommends approval.

On motion duly made, seconded and unanimously passed the expenditures for December and estimated expenditures for January are approved as follow:

Salaries	$45,853.90
Contractual Services	1,850.00
Window Cleaning	627.50
Services Station Keepers	30.00
Binding	5,929.39
Gas & Electricity	1,000.00
Material and Supplies	600.00
Books, Cards etc.	7,000.00
Equipment	770.62
Pensions	4,100.00
Compensation Insurance	50.00
Membership dues	20.00
Rent	565.00
Services Other Depts.	2,175.00
	$70,571.41

Salaries	$45,000.00
Contractual Services	1,000.00
Services Station Keepers	30.00
Window Cleaning	100.00
Gas and Electricity	1,000.00
Material and Supplies	1,000.00
Books, Cards etc.	5,000.00
Equipment	1,000.00
Pensions	4,100.00
Rent	565.00
	$58795.00

COMMITTEE ON PUBLIC RELATIONS AND PROMOTION

Report progress.

COMMITTEE ON WELFARE OF EMPLOYEES

Refer to City Librarian's report.

COMMUNICATIONS

From Eugene J. Riordan, Director of Property re: Survey to be undertaken for possible location of future Excelsior Branch Library.

Refer to Planning & Development Comm.

From Rudolph Blaettler re: Request use of Assemoly or Exhibit Rooms on Tuesday of each week during the months of Eebruary and March for Adult Study Conferences.

Grant permission.

There being no further business to come before the Commission, this meeting is adjourned.

Secretary

JAN 4 - 1949

February 1, 1949

Proceedings of the February meeting of the Library Commission held in the Commissioners' Room, Main Library.

Meeting is called to order at 4:00 p.m., President Hart presiding.

On roll call, the following are noted present: Commissioners Ames, Bresse, Cuddy, Dettmering, Graves, Hart, La Place, Markowitz, McGill and Mohr.

The minutes of the January meeting are approved and adopted.

The report of the Secretary is approved and placed on file.

The report of the Librarian is read and ordered filed.

The Librarian speaks on an analysis made of the vote on the Library Bond Issue which was defeated at the last election, and recommends that formal action be taken at the April meeting of the Commission to re-submit the Department's Bond Issue to the electorate at the forthcoming election in November 1949. The Chair refers this recommendation to the Planning & Development Committee for further investigation and report.

The City Librarian informs the Commission of the estimate obtained for removal of the Librarian's Office from the second to the third floor of the Main Library in the amount of $6,585.00 with an additional charge of $800.00 for inspection fees levied by the Department of Public Works.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 36

Resolved that the Controller be requested to transfer $4,385.00 surplus existing in the Equipment Appropriation to the credit of Services of Other Departments to cover alterations to 2d and 3d floors of the Main Library.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 39

Resolved that an Interdepartmental Work Order in the amount of $6,585.00 be issued to cover the amount of the low bid for alterations to the Third Floor of the Main Public Library, in favor of H. L. Petersen Construction Company, 733 Treat Avenue.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 40

Resolved that an Interdepartmental Work Order in the amount of $800.00 be issued to the Department of Public Works to cover inspection of alterations to the Third Floor, Main Library.

The vacated space on the second floor will provide a room for the Max Kuhl, Jack London, Californiana and Nat Schmulowitz Wit and Humour Collections, as well as additional office space for the Reference Department.

The Librarian reports on surveys undertaken the past two years to determine the latest method of discharging books and recommends the installation for a trial period the Recordax System in the Main and Richmond Branch Libraries.

It is so recommended.

The Librarian adds that in accordance with Charter provisions, the fiscal budget 1949-50 has been submitted to the Controller together with detailed explanations covering new employments, increased

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cost of materials and additional operating expensee. The Dspartmsnt'e budget will then be eubmitted to His Honor, Mayor Elmsr E. Robinson, on March 1, 1949. It is requested that all members of this Commission be in attsndance at ths Library Dspartmsnt's hearing and such notification will bs givsn by ths Sscrstary.

The Librarian reports with regret that Miss Natalie Mayo, Hsad Children's Librarian, has submitted her resignation and that rsplacsmsnt to Miss Mayo's poeition will be mads nsxt month.

Commiesioner Dettmering motione and ie eecondsd by Commissioner Mohr that an appropriate rseolution be prepared and pressnted to Mies Natalie Mayo commsnding her for her devoted ssrvice to ths City and County of San Francisco and her untiring efforts in the field of Children's Work on behalf of ths San Francisco Public Library.

Ths Chair rsquests Commiseioner Ames and Secrstary Allen to prepare a suitable resolution for presentation to Miss Mayo.

COMMITTEE ON BUILDING, CONSTRUCTION & MAINTENANCE

Commiesioner Mohr reports to ths Commission on a tour of inspsction made by Miss McCarthy, Mr. Hellman, City Librarian Clarke, Oakland Librarian, Dr. Conmy and herself to two recently constructsd branch libraries in Oakland. Chairman Mohr furthsr informs the Commission that with a few minor changss in floor plan and in conformance with San Francisco's Building Code, this type of conetruction would be suitable for our projected branch extension.

Commissioner Mohr estimates the cost of the two Oakland branch libraries as between $35,000 and $40,000 each.

Commissioner Mohr concludss her rsport by informing the Commission of the general work plan for maintenance and improvemsnt of the Library's physical properties incorporated in the Budgst Requsst message to His Honor, Mayor Elmer E. Robinson, and the Honorable Board of Supervisors.

COMMITTEE ON PLANNING & DEVELOPMENT

Commissioner Cuddy speaks on surveys to be undsrtaken by the Department of Public Works (Engineering Division) on three branch library eites specifically designated as the Parkside, Marina and Potrero Branches, and submits the following rssolution.

On motion duly mads, seconded and unanimously paesed, ths following resolution is adopted:

RESOLUTION NO. 34

Resolved that an Interdepartmental Work Ordsr be issued to the Department of Public Works in ths amount of $859.00 to cover survsys for sites of branch libraries in the Parksids, Marina and Potrero districts as per Job Estimate No. 812-Arch.

Commissioner Cuddy speaks on ths surplus land area surrounding the Richmond and Preeidio Branch Libraries, and recommends that portions of ths surplus propsrty located in the rsar of thsse branches be exchanged for unimproved parcels of land in districts whsrs proposed branch libraries are to be constructed. Commissioner Cuddy presents rough sketches of his proposals and the Chair instructs Chairman Cuddy to confer with Mr. Eugens Riordan, Director of Property for further investigation and report.

Commissioner Cuddy concludes hie report by informing the Commission of a survey of the Excelsior District to be made by ths Real Estate Dspartmsnt for a suitable location for the proposed

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Excelsior Branch Library.

Upon receipt of this survey and after carsful consideration by the Committee, a report and recommendation will be made to the Commission.

COMMITTEE ON FINANCE, AUDIT & BUDGET

Commissioner Graves recommends that the list of books on political and economic subjects prepared by the Librarian be purchased from the Fuhrman Bequest Fund in the amount of $1,100.59.

On motion of Commissioner Dettmering, seconded by Commissioner La Place, and unanimously passed, the purchase of these books is hereby approved.

Commissioner Graves refers to the report giving expenditures for the month of January and estimated expenditures for February and recommends approval.

On motion duly made, seconded and passed, the expenditures for January and estimated expenditures for February are approved as follows:

Salaries	$45194.17
Contractual Services	500.00
Services Sta. Keepers	30.00
Window Cleaning	100.00
Gas & Electricity	1500.00
Material & Supplies	700.00
Books, Cards, etc.	6000.00
Equipment	20.00
Pensions	4100.00
Rent	565.00
Services Other Depts.	1800.00
	$60509.17

Salaries	$45000.00
Contractual Services	500.00
Services Sta. Keepers	30.00
Window Cleaning	100.00
Gas & Electricity	1500.00
Material & Supplies	1000.00
Books, Cards, etc.	5000.00
Equipment	1000.00
Pensions	4100.00
Rent	565.00
Services Other Depts.	859.00
	$59654.00

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 35

Resolved that the Controller be requested to allot the amount of $1,000. in the Material and Supplies appropriation to cover expenditures for February and March 1949.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 37

Resolved that the Controller be requested to transfer $224.00 from the Contractual Services appropriation to the credit of Rent appropriation 814.880.00 to cover the final month of the fiscal year 1948-1949.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 38

Resolved that the Controller be requested to allot $780.00 in the Rent Appropriation to provide funds for the balance of the fiscal year 1948-49.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 41

Resolved that an Interdepartmental Work Order in the amount of $200. be issued to cover minor repairs to the Library Annex at 45 Hyde Street for the period ending June 30, 1949.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 42

Resolved that the Controller be requested to prepare a Supplemental Appropriation Ordinance transferring $7,500. from the Compensation Reserve 814.199.00 to the credit of the Wages appropriation 814.130.00 in order to cover expenditures for part-time employments for the balance of the fiscal year ending June 30, 1949.

COMMITTEE ON WELFARE OF EMPLOYEES

Commissioner Dettmering reads a communication dated February 1, 1949 from William L. Henderson, Personnel Director and Secretary of the Civil Service Commission, regarding the request of the Library Commission to reclassify certain positions assigned to the Reference Department.

Commissioner Dettmering recommends that action on this matter be held in absyance.

It is so recommended.

COMMITTEE ON PUBLIC RELATIONS & PROMOTION

Commissioner Mohr recommends that the week of April 24-30, 1949, be designated as Public Library Week and that all libraries in the bay area be invited to join with the San Francisco Public Library and further that a resolution be prepared for the signature of His Honor Mayor Elmer E. Robinson proclaiming thie event.

It is so ordered.

COMMUNICATIONS

From San Francisco Second District P.T.A. complimenting Miss Natalie Mayo for outstanding work in the Children's field while employed by the San Francisco Public Library.

Acknowledge and place on file.

From San Francisco Convention & Tourist Bureau re: Request use of Assembly & Exhibit Rooms during Y.W.C.A. Convention March 7-14, 1949.

Grant request with the exception of Sunday, March 13, 1949.
*See below .
There being no further bueiness to come before the Commission, the meeting ie adjourned.
* As amended at meeting of March 8, 1949.

From the Civil Service Comm. re: reclassification of certain positions assigned to the References Dept.

See recommendation of the committee on Welfare of Employees.

Secretary

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March 8, 1949

Proceedings of the postponed meeting of the Library Commission held Tuesday, March 8, 1949 in the Commissionere' Room, Main Library.

The meeting is called to order at 4:00 p.m., President Hart presiding.

On roll call the following are noted present: Commissioners Ames, Bresee, Cuddy, Dettmering, Graves, Hart, LaPlace, McGill, Markowitz and Mohr.

The minutes of the February meeting as amended are approved and adopted.

The report of the Secretary is approved and placed on file.

Due to the illness of City Librarian Laurence J. Clarke, the report of the Librarian is postponed until the next regular meeting of the Commission.

The Chair informs the Commission of progress being made relative to the Achenbach Collection of Fine Prints; the request of the Library Department to the Civil Service Commission to set up certain specialized positions according to the terms of the Bequest; and his efforts to bring this matter to an early conclusion.

COMMITTEE ON BUILDINGS, CONSTRUCTION AND MAINTENANCE.

Commissioner Mohr reports on the progress of alterations to the third floor, north wing of the Main Library, combining the Order and Catalog Departments which will be ready for occupancy within the next two weeks.

Commissioner Mohr concludes her report by informing the Commission of plans to organize a "Friends of Library" group to assist the Commission in informing the community of the services and needs of the Library; to stimulate gifts of books; and to sponsor exhibits, forums, etc. thereby enriching the cultural opportunities of the community.

COMMITTEE ON PLANNING AND DEVELOPMENT.

Chairman Cuddy informs the Commission of his conversation with Mr. Eugene Riordan, Director of Property, regarding surplue land areas surrounding the Richmond and Presidio Branch Libraries; the possible legal implications as to ownership and his further investigation before a definite recommendation is made to the Commission.

Commissioner Cuddy speaks on the amended architectural agreement between the City and County of San Francisco (Library Department) and the architectural firm of J. S. Gould for the proposed Excelsior Branch Library.

On motion of Commissioner Cuddy, seconded by Commissioner Mohr, the Library Commission hereby appoints the architectural firm of J. S. Gould to prepare drawings, specifications and preliminary estimates of cost, and to give General Architectural and Engineering Supervision for the construction of a branch library in the Excelsior District at an estimated construction cost of $125,000.

It is so ordered.

COMMITTEE ON FINANCE, AUDIT & BUDGET.

Commissioner Graves refers to the report giving expenditures for the month of February and estimated expenditures for March.

On motion duly made, seconded and unanimously passed, the expenditures for February and estimated expenditures for March are approved as follows:

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Salaries	$45876.88
Contractual Services	1100.00
Services Sta. Keepers	30.00
Window Cleaning	100.00
Gas and Electricity	1500.00
Material and Supplies	1325.00
Books, Cards, etc.	7430.00
Binding	3386.10
Equipment	165.85
Membership dues	14.00
Pensions	4100.00
Rent	565.00
Services Other Depts.	8244.00
	$73836.83

Salaries	$45000.00
Contractual Services	1000.00
Services Sta. Keepers	30.00
Window Cleaning	100.00
Gas and Electricity	1500.00
Material and Supplies	900.00
Books, Cards etc.	7000.00
Equipment	2500.00
Pensions	4100.00
Rent	565.00
Services Other Depts.	2635.00
	$65330.00

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 43

Resolved that the Controller be requested to allot the sum of $1,205.00 in the Material and Supplies appropriation to cover expenditures for the period ending March 31, 1949.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 44

Resolved that the Controller be requested to allot the sum of $10,000.00 in the Equipment appropriation to cover expenditures for Equipment to be bought in the next four months.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 45

Resolved that an Interdepartmental Work Order in the amount of $510.00 be issued to cover the installation of electrical work in the Catalog and Order Rooms in the Main Library as per Job Estimate No. 722 from the Department of Public Works.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 46

Resolved that an Interdepartmental Work Order in the amount of $150.00 be issued to cover additional charges for repairs to the Main Library and branches for the period ending March 31, 1949.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 47

Resolved that an Interdepartmental Work Order in the amount of $1400.00 be issued to the Department of Public Works to reimburse them for the services of a paintef for the period from April 1, 1949 to June 30, 1949.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 48

Resolved that an Interdepartmental Work Order in the amount of $400.00 be issued to cover repairs to the Main Library and branches for the period ending June 30, 1949.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 49

Resolved that an Interdepartmental Work Order in the amount of $150.00 be issued to cover repairs to automotive equipment for the period ending June 30, 1949.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 50

Resolved that an Interdepartmental Work Order in the amount of $25.00 be issued to the Purchasing Department to cover Reproduction work for the period ending June 30th 1949.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 51

Resolved that an Interdepartmental Work Order in the amount of $8,750.00 be issued to the Department of Public Works to cover architectural services for preparing plans and specifications for the Excelsior Branch Library to be erected at a cost of $125,000.00, the fee to be 7% or $8,750.00

On motion of Commissioner Graves, seconded by Commissioner LaPlace, the list of books on political and economic subjects prepared by the Librarian is hereby approved for purchase from the Fuhrman Bequest Fund in the amount of $930.07.

COMMITTEE ON WELFARE OF EMPLOYEES.

Report progress.

OLD BUSINESS

Commiseioner Ames presents an engrossed resolution commending Miss Natalie Mayo, Head Children's Librarian for her long and devoted eervice to the San Francisco Public Library.

On motion of Commissioner Ames, seconded by Commissioner Mohr., and unanimously passed, the foregoing resolution is adopted and ordered spread upon the minutes:

COMMENDING

NATALIE MAYO

WHEREAS, MISS NATALIE MAYO has submitted her resignation as Head Children's Librarian of the Public Library of the City and County of San Francisco and, notwithstanding our regret in so doing, the Library Commission is under the necessity of accepting her desires in this regard as of March 1, 1949; and

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WHEREAS, We feel that proper recognition should be accorded to her by reason of her able and devoted service with the Library over a period of twenty-two years during which time she has not only endeared herself to the children of San Francisco and to all who have been connected with the Library but has obtained national recognition for her talents in that she was chosen by the Carnegie Institute of Technology for Advanced Study in Children's Library work; she has also attained prominence as a lecturer on Library work at Mills College and the College of the Pacific and has been the recognized authority on the selection of childrens' books, particularly in connection with the work of Parent Teacher Associations and has been outstanding by reason of not only her knowledge, but also because of her unusual ability and personal love for the children who were attracted to the Library; now, therefore, be it

RESOLVED, That this Commission, on behalf of the City and County of San Francisco, does hereby publicly acknowledge the splendid service rendered to said City and County by Miss Natalie Mayo, and does commend her in the highest degree therefore; and be it

FURTHER RESOLVED, That this expression of appreciation for her long, devoted and faithful service to the San Francisco Public Library in particular and the City and County of San Francisco in general, shall be spread upon the minutes and a suitable copy presented to Miss Mayo.

On motion duly made, seconded and unanimously passed, the foregoing resolution was adopted at a mseting of the Library Commission held March 8, 1949.

(Signed) George D. Hart
President of the
Library Commission

L. J. Clarke
City Librarian

Joseph J. Allen
Secretary of the
Library Commission

(Signed) Elmer E. Robinson
Mayor City and County of
San Francisco

NEW BUSINESS

The election of officers for the ensuing year is declared in order by the Chair.

Nomination for President being declared in order, on motion of Commissioner Ames, seconded by Commissioner McGill, Commissioner Hart is nominated and unanimously re-elected.

Nomination for Vice-President being declared in order, on motion of Commissioner Dettmering, the name of Commissioner McGill is submitted for nomination. Commissioner McGill declines this nomination and recommends that Commissioner Ames be nominated for this office. Commissioner Ames refuses to accept the nomination and seconds the motion by Commissioner Dettmering. Commissioner McGill is nominated and unanimously re-elected.

Nominations for Second Vice-President being declared in order, on motion of Commissioner McGill, seconded by Commissioner Dettmering, Commissioner Markowitz is nominated and unanimously re-elected.

Commissioner Dettmering motions and is seconded by Commissioner LaPlace that the Librarian and Secretary be ex-officio members of all committees of the Commission.

A point of order is raised as to the right of vote by ex-officio members of committees and after considerable discussion, Commissioner Dettmering amends his motion to the effect that the Secretary be in attendance at all committee meetings.

It is moved, seconded and carried that this motion be tabled.

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Commiseioner Mohr recommende that a copy of the dutiee of the Librarian and Secretary be eent to all Commissionere for their information.

It is so ordered.

The City Librarian requests the attendance of three members of ths Staff Aseociation to be in attendance at the C. L. A. district meeting to be held March 19-20 1949 at Paradiss Park, Calietoga, California.

On motion duly made, eeconded and unanimouely paseed, the following resolution is adopted:

RESOLUTION NO. #52

Resolved that the City Librarian and three membere of the Staff Aesociation be permitted to attend the C. L. A. convention from March 19-20, 1949 at Paradiee Park, Calietoga, California, and be it

Further resolved that traveling expenses incurred be paid from City funde in accordance with Ordinance #4942, Series 1939, adopted April 15, 1948.

It is eo ordered.

COMMUNICATIONS

From Paul Vlautin, Jr., attorney-at-law, re: Bequeet of Bessie D. Kruger, deceased, of music and booke to the San Francisco Public Library.

Acknowledge and accept with thanke this bsquest.

From Mr. Lee Q. Fong, property owner, re: purchase of a portion of unimproved property belonging to the San Francisco Public Library (North Beach Branch) for garden purpoees.

Acknowledge and regretfully deny offer.

From Adolph Von Konsky, President, Westwood Highlands, re: Inquiry ae to ownerehip of an unimproved lot adjoining Safeway Store at Monterey & Foereeter Streets, and plans for ite future uee.

Acknowledge and place on file.

From Mre. D. L. Richard re: Library service to private home for elderly ladies.

Acknowledge and quote City Attorney's opinion in this matter.

From N. N. Grabin re: Donation to San Francisco Public Library in memory of Mrs. Minnie Schmulowitz, mother of former Library Commissioner, Nat Schmulowitz.

Acknowledge thie generoue donation, and apply check in the amount of $10.00 to the Nat Schmulowitz Anecdotal Wit and Humor Collection, and inform Mr. Schmulowitz of thie donation in memory of his belovsd mother, Minnie Schmulowitz.

From Corporal Perry Hunt, U. S. A. requesting ueed books and periodicals for the 21st Infantry Regiment, Kyushu, Japan.

Acknowledge and inform Corporal Perry Hunt that hie letter will be eent to the proper agency for aesistance.

There being no further business to come before the Commission, the meeting is adjourned.

Secretary

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April 5, 1949

Proceedings of the regular meeting of the Library Commission, held Tuesday, April 5, 1949 in the Commissioners' Room, Main Library.

The meeting is called to order at 4:00 p.m., President Hart presiding.

On roll call, the following are noted present: Commissioners Bresee, Cuddy, Dettmering, Graves, Hart, La Place, McGill, Markowitz and Mohr. Absent, Commissioner Ames.

The minutes of the March meeting as amended are approved and adopted.

The report of the Secretary is approved and placed on file.

The Librarian informs the Commission of the Mayor's recommendations to the Honorable Board of Supervisors of the Library Department's budget for the fiscal year 1949-50. The major recommendations include slight increases in personnel, binding and book appropriations, contractual services, material and supplies, equipment and services of other departments.

The City Librarian recommends that a supplemental budget request in the amount of $4,805. to cover wages for substitute librarians due to Salary Standardization provisions of the Charter be approved. On motion of Commissioner Dettmering, seconded by Commissioner La Place and unanimously passed, the foregoing recommendation is approved.

The City Librarian announces Public Library Week, April 24-30 and in celebration of this event, exhibits and tours will be arranged as well as the installation of the Recordak Charging System at the Main Public Library.

The City Librarian recommends the acceptance of an annual gift of $100. from the Pan-American Society for the purchase of books on Latin America. This gift will be presented on Pan-American Day, April 14, 1949, and will be accepted by the President of the Library Commission on behalf of the Library Department. Suitable book plates will accompany the gift.

Commissioner Cuddy recommends that the gift be accepted on the condition that the previous policy of the Commission regarding acceptance of gifts be retained.

It is so recommended.

The City Librarian informs the Commission of the American Library Association Regional Conference to be held at Vancouver, B.C. August 22-25, 1949, and requests that two representatives from the San Francisco Public Library be delegated to attend.

On motion made, seconded and unanimously passed, the following resolution is approved:

RESOLUTION NO. 53

RESOLVED That Laurence J. Clarke, City Librarian and two members of the Staff Association be permitted to attend the A.LA. Regional Conference, August 22-25, 1949, at Vancouver, B. C. and be it

FURTHER RESOLVED That traveling expenses incurred be paid from City funds in accord with City Ordinance #4942, Series 1949, adopted April 15, 1949.

The City Librarian speaks on a re-submission of the Library Department's Bond Issue before the electorate in November and recommends that His Honor, Mayor Elmer E. Robinson, initiate necessary legislation on behalf of the Library Commission proposing such a bond issue in the amount of $3,270,420.

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On motion of Commissioner Cuddy, seconded by Commissioner Mohr, and unanimously passed, ths following resolution is adopted:

RESOLUTION NO. 54

RESOLVED That His Honor, Mayor Elmsr E. Robinson, be requested to approve the placing of a bond issue in the amount of $3,270,420 for the construction of branch library extensions and an addition to ths Main Library before the electorate at the next election; and be it

FURTHER RESOLVED That he rscommend to the Honorabls Board of Supervisors the inclusion of this bond issue on ths ballot at the next election; and

FURTHER, That His Honor, Mayor Elmer E. Robinson, and the Honorable Board of Supervisors be informed that in accord with Charter provisions, the City Planning Commission has approvsd ths projectsd building program of the Library Commission.

The City Librarian informs the Commission of a special exhibit of the "Fifty Books of the Year" in the foyer of the Main Public Library. He concludes with a report on the recent meeting with the City Planning Commission regarding the Sunset Community Center.

The Chair refers the matter of the Sunset Community Center to the Planning and Development Committee for further investigation and report.

COMMITTEE ON BUILDINGS, CONSTRUCTION & MAINTENANCE

Chairman Mohr speaks on plans for Public Library Wesk, April 24-30, 1949 and the formation of "Frisnds of Library" group to assist the Library Department in informing the community and giving public support to the program of the San Francisco Public Library.

Commissioner Mohr concludes her report by requesting from the individual Commissioners the names of citizens activsly intersated in the program of the Library Department for inclusion in our mailing list.

COMMITTEE ON PLANNING & DEVELOPMENT

Chairman Cuddy reports on a meeting held March 25, 1949 in the office of Mr. Dodge Reidy, City Architect, to discuss plans for the proposed Parkside and Marina Branch Librariss. Present at this meeting were Chairman Cuddy of the Planning and Development Committee, Chairman Mohr of the Buildings, Construction and Maintenance Committee, City Librarian Clarke, Secretary Allen, Mr. Dodge Reidy and Mr. Jack Dsbit, Assistant City Architect as well as representatives of the architectural firms involvsd.

Commissioner Cuddy informs the Commission that additional information will be presented to the architects for inclusion in the preliminary plans. When complsted, the preliminary drawings will be presented to the Commission for its consideration and final approval.

COMMITTEE ON FINANCE, AUDIT AND BUDGET

Commissioner Graves refers to the report giving expenditures for the month of March and estimated expenditures for April.

On motion duly made, seconded and unanimously passed, the expenditures for March and estimated expenditures for April are approved as follows:

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Salaries	$45667.09
Contractual Ssrvices	980.54
Services Sta. Keepers	30.00
Window Cleaning	100.00
Binding	4198.96
Gas and Electricity	1500.00
Material and Supplies	1571.94
Books etc.	7818.54
Equipment	2830.72
Pensions	4100.00
Rent	565.00
Ssrvices Other Depts.	2635.00
	$71997.79

Salaries	$45000.00
Contractual Services	500.00
Services Sta. Keepers	30.00
Window Cleaning	100.00
Gas and Electricity	1500.00
Material and Supplies	500.00
Books etc.	7500.00
Equipment	4000.00
Pensions	4100.00
Rent	565.00
Services Other Depts.	600.00
	$64395.00

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 55

Resolvsd that the Controller be requested to transfer $1,500. from the surplus existing in appropriation 863.231.14, Heat, Light and Powsr to the credit of appropriation 814.300.00, Material and Supplies to cover the cost of fuel, oil, printing and stationsry which have increased in cost since the 1948-1949 budget was compiled.

On motion duly made, seconded and unanimously passed, ths following rssolution is adopted:

RESOLUTION NO. 56

Resolved that the Controller be requested to transfer $500. from the Contractual Services to Services of Other Departments to cover modification of the contract of H. L. Petersen Construction Company for alterations to the third floor of the Main Library as per request of ths Department of Public Works,(Bur. of Architecture).

On motion duly mads, secondsd and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 57

Resolved that the Controller be requested to transfer from appropriation 874.238.00.1-$630. and from appropriation 874.238.00.3 $212.50 to appropriation 814.200.00-$442.50 and appropriation 814.300.00-$400. to repair freight elevator in the Main Library to comply with the requirements of the State Div. of Industrial Safety and to purchase 225 M book cards for ths Rscordak film machine in the Main Library and branches.

Thers being no further business, the meeting is adjourned.

Secretary

May 3, 1949

Proceedings of the regular meeting of the Library Commission, held Tuesday, May 3, 1949 in the Commissioners' Room, Main Library.

The meeting is called to order at 4:00 p.m., President Hart presiding.

On roll call the following are noted present: Commissioners Ames, Bresee, Cuddy, Dettmering, Graves, Hart, La Place, McGill, Markowitz, Mohr and Vayssie.

President Hart introduces Mr. Rene A. Vayssie to the members of the Commission and expresses his appreciation to the administration for its excellent choice in selecting Mr. Vayssie as a member of this Commission.

The minutes of the April meeting are approved and adopted.

The report of the Secretary is approved and placed on file.

The Librarian, in his report, informs the Commission of his appearance before the Finance Committee of the Board of Supervisors on Tuesday evening, April 26, 1949, relative to the Department's budget for the fiscal year 1949-50.

The Finance Committee indicated the possibility of including funds for capital improvements in order to complete branch libraries in the Parkside, Marina, Potrero and North Beach districts.

On motion duly made, seconded and unanimously passed, the City Librarian is hereby directed to furnish information as to amounts necessary to complete the aforementioned branch libraries as requested by the Finance Committee of the Honorable Board of Supervisors.

The Librarian speaks of events and activities during Public Library Week, April 24, to 30, 1949, highlighted by His Honor, Mayor Elmer E. Robinson's appearance at the Main Library to inaugurate the Recordak Charging System, and the initial showing of the Achenbach Print Collection in the Max Kuhl Room.

The City Librarian refers to a communication from Honorable T. A. Brooks, requesting the use of the recently vacated Newspaper Room in the Main Library, for the Law Library, now inadsquately housed in the City Hall.

Commissioner Cuddy recommends that the City Librarian inform the Chief Administrative Officer that prior commitment on the part of the Library Commission for this space has been made as a condition for acceptance of the Achenbach Print Collection; and that the Chief Administrative Officer's request be regretfully denied.

It is so recommended.

The City Librarian concludes his report with the recommendation that a gift of $1,000 from the Music Association of San Francisco to the San Francisco Public Library be accepted.

On motion duly made, seconded and unanimously passed, the following resolution is approved:

RESOLUTION NO. 61

RESOLVED That a check in the amount of $1,000 be accepted from the Music Association of San Francisco by the San Francisco Public Library Commission for the purchase of records and recording equipment for the Music Department, and be it

FURTHER RESOLVED That upon receipt of this check, a formal request be made to the Honorable Board of Supervisors to officially accept this gift for the San Francisco Public Library in accord with the provisions of the Charter of the City and County of San Francisco.

MAY 3 - 1949

COMMITTEE ON BUILDINGS, CONSTRUCTION & MAINTENANCE

Commissioner Mohr spsaks of a meeting attended by Librarian Clarke, Secretary Allen, Commissionsr Cuddy of the Planning and Development Committee and herself, relative to changes made in the preliminary drawings for the proposed Potrero Branch Library. The completed drawings will be presented to the Commission for its final approval in the near future.

Commissioner Mohr concludes her report by reading excerpts from the many letters rsceived in reply to her formation of a "Friends of Library" group in San Francisco, and expresses confidence that its membership will grow and be of valuable assistance to the Public Library Department in all of its civic and cultural undertakings.

COMMITTEE ON PLANNING AND DEVELOPMENT

"Commissioner Cuddy reports on Sunset Community Center meeting held April 27, 1949 in the office of the City Planning Commission, and recommends that the City Librarian dstsrmine the kind and extent of library service that mey be required of a branch library in the center in relation to prospectivs activities there of the several city departments engaged in ths project."

Commissioner Cuddy refers to a communication from Mr. Eugene Riordan, Director of Property, regarding surplus land areas surrounding ths Richmond and Presidio Libraries; its legal implications in event of sale; and recommends that the Chair direct this matter to Commissioner Ames for further study and report.

It is so recommended.

On motion of Commissioner Cuddy, seconded by Commissioner LaPlace, the telephonic vote taken prior to this meeting regarding approval for the Traffic Fines Bureau of the Municipal Court to occupy 1500 square feet of office space at 45 Hyde Street, be formally approved.

It is so ordered.

COMMITTEE ON FINANCE & AUDIT

Commissioner Graves refers to the report giving expenditures for April and estimated expenditures for May.

On motion duly made, seconded and unanimously passed, the expenditures for April and estimated expenditures for May are approved as follow:

Salaries	$46928.25
Contractual Services	1163.37
Services Station Keepers	30.00
Window Cleaning	312.50
Binding	-0-
Gas & Electricity	1500.00
Material and Supplies	735.45
Books etc.	7988.00
Equipment	4168.54
Pensions	4100.00
Rent	565.00
Services Other Depts.	75.00
	$67566.11

Salaries	$45000.00
Contractual Services	350.00
Services Station Keepers	30.00
Window Cleaning	100.00
Binding	2397.66
Gas and Electricity	1500.00
Material and Supplies	400.00
Books etc.	7500.00
Equipment	2900.00
Pensions	4100.00
Rent	565.00
	$64842.66

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 58

Resolved that the Controller be requested to transfer $500.00 from the Book appropriation No. 814.371.00 to the credit of Contractual Services, No. 814.200.00 for $300.00 to cover the rental of the Recordak Film machine for the balance of the fiscal year and to purchase needed postage stamps and $200.00 to the credit of Services of Other Departments to cover certain modification of the contract of H. L. Petersen on the alterations to the Librarian's offices on the third floor, Main Library.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 59

Resolved that an additional Interdepartmsntal Work Order be issued to the crsdit of the Department of Public Works in the amount of $75.00 to cover miscellaneous repairs to the Main Library and branches for the balance of the fiscal year.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 60

Resolved that an Interdepartmental Work Order in the amount of $50.00 be issued to the Retirement System to cover Workmen's Compensation benefits for the period from April 1, 1949 to June 30, 1949.

NEW BUSINESS

Commissioner Markowitz requests that the following remarks of commendation be spread upon ths minutes of this meeting:

"In connection with the Achenbach Print Exhibit now on display in the Max Kuhl Memorial Room, I note that this exhibition has not been officially entered in the minutes of this meeting, and as a member of this Commission I desire not only to express my personal thanks and congratulations but those of my fellow Commissioners to John J. Cuddy and George D. Hart for acquiring for the City and County of San Francisco in general and the Public Library in particular, this magnificent collection. Had it not been for their efforts, this valuable collection would havs been lost to the San Francisco Public Library."

On motion duly made, seconded and unanimously passed, the foregoing expression of commendation is hereby spread upon the minutes.

COMMUNICATIONS

From Val King, Confidential Secretary to the Mayor re: Request of Chief Administrative Officer for space in Public Library, Main Building, to house law library.

Refer to minutes.

From Val King, Confidential Secretary to the Mayor re: Request of Chief Administrative Officer Brooks for space in Library Annex, 45 Hyde Street to house Traffic Fines Bureau.

Refer to minutes.

From Natalie Mayo Edwin re: Acknowledgment of engrossed letter of commendation from Library Commission on ths occasion of her resignation from the San Francisco Public Library.

Place on file

From Shirley Radding re: Condition of books in the Public Library and criticism of closed stacks.

Refer to City Librarian for reply.

There being no further business to come before the Commission, the meeting is adjourned.

Secretary

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 60a

Resolved that an Interdepartmental Work Order be issued in the amount of $221.95 to cover modification of the contract for alterations to the third floor of the Main Public Library, contract No. 1216 - Cert. No. 222 to H. L. Peterson Construction Company, at the request of the Department of Public Works, Bureau of Arch.

MAY 3 - 1949

June 14, 1949

Proceedings of the postponed meeting of the Library Commission, held Tuesday, June 14, 1949 in the Commissioners' Room, Main Library.

The meeting is called to order at 4:00 p.m., President Hart presiding.

On roll call the following are noted present: Commissioners Ames, Bresse, Cuddy, Dettmering, Graves, Hart, McGill, Markowitz and Mohr. Absent: Commissioners La Place and Vayssie.

The minutes of the May meeting, as amended, are approved and adopted.

The report of the Secretary is approved and placed on file.

The Librarian, in his monthly report to the Commission, speaks on the budget as adopted by the Honorable Board of Supervisors, citing the increases in the Binding and Services of Other Departments appropriations, as well as mandatory increasss in salariss and retirement allowances. The major reductions in the budget were in the Wages and Equipment appropriations.

The City Librarian speaks on the granting of one new position in the budget for Director of Prints for the Achenbach Collection, but no provision was made for assistants. The Equipment appropriation has been slashed to such an extent that only minor improvements will be made in remodeling the new Achenbach Print Room.

The City Librarian informs the Commission of the present status of the Library Annex (Navy Building) as related to him by Mr. Eugene Riordan, Director of Property, with respect to the housing in that building of the Traffic Fines Bureau. The Librarian brings to the attention of the Commission Resolution #72 adopted by the Library Commission on August 21, 1948, pertaining to its jurisdiction over this building in relation to other City Departments use of its facilities.

The City Librarian spsaks on the Sunset Development Project and his communication to Dr. Herbert Clish, Superintendent of Schools, regarding the kind and extent of library service that may be required of a branch library in relation to the School Department in this area. The City Librarian will inform the Commission of Dr. Clish's report when it is received.

The City Librarian refers to a financial report prepared by the Secretary on the Phelan Bequest, and recommends that two works of George Sterling be purchased from the cash on hand in this bequest.

It is so recommended.

The Librarian concludes his report by informing the Commission of the Roxburghe Club meeting on June 6, 1949. The guest speaker of the evening was Dr. Alfred Neumeyer of Mills College, who spoke on the Achenbach Print Collection and its donation to the San Francisco Public Library, as well as the tremendous interest displayed by the public in the exhibit of some one hundred prints now on display in the Max Kuhl Memorial Room of the Main Library.

The Librarian informs the Commission of the decision of the Honorable Board of Supervisors to waive the residential requirements for the examination for Director of Prints, which will make Dr. Neumeyer eligible to compete in this examination.

COMMITTEE ON BUILDINGS, CONSTRUCTION & MAINTENANCE

Commissioner Mohr speaks of a meeting with the architectural firm of Hyman, Appleton and Wolford, which she attended with Librarian Clarke and Secretary Allen, to discuss preliminary plans for the proposed Parkside Branch Library.

Commissioner Cuddy motions, and is seconded by Commissioner Mohr, that the preliminary plans prepared for the Parkside and Potrero Branch Libraries, by the firms of Hyman, Appleton and Wolford,

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and Pollack and Pops, respectively, be accepted by the Commission; submitted to City Architect Dodge Reidy for approval; and working plans, under the guidance of the Committee, be prepared for final approval of the Commission.

COMMITTEE ON PLANNING AND DEVELOPMENT

Commissioner Cuddy informs the Commission of a communication sent to His Honor, Mayor Elmer E. Robinson, by Attorney Harry F. Sullivan, requesting the erection of a North Beach Branch Library in Washington Square.

On motion of Commissioner Cuddy, seconded by Commissioner Markowitz, the President is requested to inform His Honor of the Commission's efforts to obtain a suitable site for a proposed branch library in the North Beach District.

COMMITTEE ON FINANCE AND AUDIT

Commissioner Graves refers to the report listing expenditures for May and estimated expenditures for June, and recommends approval.

On motion duly made, seconded and unanimously passed, the expenditures for May and estimated expenditures for June are approved as follows:

Salaries	$47286.55
Contractual Services	318.06
Serv. Sta. Keepers	30.00
Window Cleaning	100.00
Gas and Electricity	1100.00
Material and Supplies	318.06
Books etc.	7434.09
Equipment	1535.06
Pensions	3686.70
Compensation Insurance	50.00
Rent	565.00
Services Other Depts.	221.95
	$62645.47

Salaries	$48000.00
Contractual Services	27.58
Serv. Sta. Keepers	30.00
Window Cleaning	315.00
Binding	2397.66
Gas and Electricity	1000.00
Material and Supplies	110.15
Books etc.	209.10
Equipment	2092.98
Pensions	3700.00
Services Other Depts.	1165.88
	$59048.35

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 61

Resolved that an Interdepartmental Work Order for $310.00 be issued to the credit of the Department of Public Works to rebuild library shelves in the Music Room, Main Library as per Job Estimate No. 1012.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 62

Resolved that an Interdepartmental Work Order for $260.00 be issued to the credit of the Department of Public Works for furnishing and installing thick rough cast tempered glass for floor slabs as needed in the book stacks in the Main Library as per Job Estimate No. 1017.

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On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 63

Resolved that an Interdepartmental Work Order for $140.00 be issued to the credit of the Department of Public Works to hang fixtures as directed in the Executive Offices of the Main Library, Civic Center as per Job Estimate No. 1040.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 64

Resolved that the Controller be requested to transfer $39,200. from the Contractual Services appropriation to the Binding appropriation to set up funds for binding for the fiscal year 1949-1950.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 65

Resolved that an Interdepartmental Work Order in the amount of $1400. be issued to the Department of Public Works to reimburse them for the services of a painter for the period from July 1, 1949 to September 30, 1949.

On motion duly made, seconded and unanimously passsd, the following resolution is adopted:

RESOLUTION NO. 66

Resolved that an Interdepartmental Work Order in the amount of $1500. be issued to the Department of Public Works to cover repairs to the Main Library and branches for the period ending September 30, 1949.

On motion duly mads, secondsd and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 67

Resolved that an Interdepartmental Work Order in the amount of $150.00 be issued to cover repairs to automotive equipment for the quartsr ending September 30, 1949.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 68

Resolved that an Interdepartmental Work Order in the amount of $25.00 be issued to cover Reproduction Work for the six-month period from July 1, 1949 to December 31, 1949.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 69

Resolved that an Interdepartmental Work Order in the amount of $120.00 be issued to cover Workmen's Compensation benefits for the six-month period from July 1, 1949 to December 31, 1949.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 70

Resolved that the Controller be requested to allot $7,080. in the Rent appropriation to provide funds for the rental of branch libraries for the fiscal year 1949-1950.

JUN 14 1949

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 71

Resolved that the Controller be requested to encumber the amount of $360. from the Contractual Services appropriation to the credit of Services of Station Keepers to cover their charges for the fiscal year 1949-1950.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 72

Resolved that the Controllsr be requested to transfer $5,854. from the Contractual Services to the credit of Window Clsaning to cover the contracts for various window cleaning for the fiscal year 1949-1950.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 73

Resolved that the Controller be requested to allot an additional amount of $2,000. in the Material and Supplies appropriation to cover expenditures for the quarter ending September 30, 1949.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 74

Resolved that the Controller be requssted to allot the sum of $500. in the Overtime appropriation, the major portion of which will be expended in the first quarter of ths fiscal year ending September 30, 1949.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 75

Resolved that an Interdepartmental Work Ordsr in the amount of $200. be issued to covsr minor repairs to the Library Annex for the period ending December 31, 1949.

On motion duly made, seconded andumanimously passed, the following resolution is adopted:

RESOLUTION NO. 76

Resolved that an Interdepartmental Work Order in ths amount of $28.80 be issued to cover 36 supplements to the City Charter @$.80 each, to the Purchaser of Supplies, to bs charged to the Book appropriation.

On motion duly made, seconded and unanimously passed, ths following resolution is adopted:

RESOLUTION NO. 77

Resolved that an Interdepartmental Work Order in the amount of $450.00 be issued to covsr installation of fixtures in ths Catalogue Room by the Department of Public Works as per Job Estimate No. 1079.

Commissioner Graves concludes his report by rscommending the list of books on political and economic subjects prepared by the City Librarian in the amount of $337.52 be purchased from the Fuhrman Bequest Fund.

On motion duly made, seconded and unanimously passed, the purchase of these books from the Fuhrman Bequest, is hereby approved.

JUN 14 1949

COMMITTEE ON WELFARE OF EMPLOYEES

Report progress.

COMMUNICATIONS

From T. A. Brooks, Chief Administrative Officer re: reply to Library Commission's Communication dated May 5, 1949.

Place on file.

From Mayor Elmer E. Robinson re: copy of his reply to Attorney Harry F. Sullivan regarding erection of a branch library in ths North Beach District.

Communication from Presidsnt of Commission stating Library Commission's position in this matter, to be sent to His Honor Elmer E. Robinson.

From Mr. Joslyn Birdzell, Secretary of Calvary Presbyterian Church re: appreciation for exhibit loaned by San Francisco Public Library.

Acknowledge and Place on file.

From Tom K. Hounsley, Chief, Division of Budgets, San Francisco Unified School District re: Sunset Community Center Project--Resolution #95-3A1 adopted by Board of Education.

Acknowledge and place on file.

From Kirby Realty Co. re: offering for sale two lots adjoining Richmond Branch for futurs sxpansion of library.

Acknowledge and place on file.

There being no further business to come before the Commission, the meeting is adjourned.

Secretary

JUN 14 1949

June 22, 1949

Proceedings of the special meeting of the Library Commission called this day in the Commissioners' Room, Main Library.

The meeting is called to order at 4:00 p.m., President Hart prsiding.

On roll call the following are noted present: Commissioners Ames, Bresee, Cuddy, Dettmering, Graves, Hart, McGill, Markowitz and La Place. Absent: Commissioners Mohr and Vayssie.

The Chair informs the Commission that Secretary Allen has been named to succeed Frank T. Kennedy, retiring from his position as Secretary to the Fire Commission.

A motion is duly made, seconded and unanimously passed, that a resolution of commendation be prepared and presented to Secretary Allen for his efforts on behalf of the Library Department for the past few years.

NEW BUSINESS

The Chair introduces Mr. Russell A. Powell, a candidate for the position of Secretary to the Library Commission.

Following a discussion of Mr. Powell's qualifications and on motion duly made, seconded and unanimously passed, Mr. Powell is hereby appointed Secretary to the Library Commission, which appointment is to be effective upon receipt of Joseph J. Allen's resignation.

On motion of Commissioner Markowitz, seconded by Commissioner Amss, the following resolution is adopted:

RESOLVED That the Library Commission authorize the use by the Traffic Fines Bureau of the ground floor of the Library Annex, located at 45 Hyde Street, and,

FURTHER That the City Librarian be instructed to conduct a survey as to possible sites for re-locating the present Newspaper Room; and

FURTHER That the City Librarian in his report outline for the Commission the advisability of eliminating the newspaper reading room, and

BE IT FURTHER RESOLVED That if this is inadvisable, the cost of relocation to be financed by other than Library Department funds.

There being no further business to come before this Commission, this meeting is adjourned.

Secretary

JUN 22 1949

ELMER E. ROBINSON, MAYOR

LIBRARY COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

OFFICERS

President	George D. Hart
1st Vice President	Ralph J. McGill
2nd Vice President	Sam M. Markowitz

COMMITTEES - 1949

STANDING COMMITTEES

PLANNING AND DEVELOPMENT

Cuddy, Chairman
Ames
Dettmering
McGill
Mohr

LIBRARY OPERATION

Markowitz, Chairman
Graves
La Place

WELFARE OF EMPLOYEES

Dettmering, Chairman
Bresee
La Place

BUILDINGS, CONSTRUCTION & MAINTENANCE

Mohr, Chairman
McGill
Vayssie

FINANCE, AUDIT & BUDGET

Graves, Chairman
Ames
Bresee

PUBLIC RELATIONS & PROMOTION

Ames, Chairman
Cuddy
Markowitz

BOND CAMPAIGN COMMITTEE

McGill, Mohr, Co-Chairmen
Bresee
Dettmering
La Place
Markowitz
Vayssie

August 2, 1949

Proceedings of the regular meeting of the Library Commission held Tuesday, August 2, 1949 in the Commissioners' Room, Main Library.

The meeting was called to order at 4 p.m., President Hart presiding.

On roll call the following were noted present: Commissioners Ames, Bresee, Cuddy, Dettmering, Graves, Hart, McGill, Markowitz and Mohr. Absent: Commissioners LaPlace visiting Portland, Oregon public libraries and Commissioner Vayssie due to illness.

The minutes of the regular June meeting and of the special meeting of June 22, 1949 were approved and adopted.

SALARY APPROPRIATIONS

The Librarian in his monthly report spoke on the necessity of operating within the limitations of the 1949-50 salary appropriations. Part-time librarians and pages for the most part cover the schedules on Saturday and Sunday and in order to conserve the limited funds he suggested that a survey be made of the branches and the main library to ascertain the amount of service necessary after 6 p.m. on Saturday. Commissioner Dettmering moved and Commissioner Markowitz seconded that if the survey showed that the branches and the main library could be closed at 6 p.m. on Saturday that the Librarian be given full power to act on the matter.

Unanimously adopted.

NEWSPAPER READING ROOM

The Librarian reported that pursuant to a recent resolution of the Library Commission, Chief Administrator Brooks and Mayor Robinson were notified that the entire lower floor of the Navy Building at 45 Hyde Street would be made available to the Traffic Fines Bureau, subject to the survey of relocation of the newspaper reading room or its discontinuance. This arrangement would also be subject to the prevailing financial status upon which the Board of Public Works and the Public Utilities Department use parts of this same building. Ivan Slavich, clerk of the Municipal Court is desirous of having these quarters available by October 1, 1949. Commissioner Cuddy moved and Commissioner Bresee seconded that the matter be referred to the Library Operations Committee with full power to act.

Unanimously adopted.

ACHENBACH FOUNDATION

The Librarian reported that from partial estimates already received, the reconstruction and reconditioning of the old newspaper reading room on the first floor to house the recently acquired Achenbach Foundation and Print collection indicate that the cost will run very high. And as the Library Department's budget was slashed both in equipment and contractural services, he recommends that authorization be granted to take monies from the Capital Improvement Fund rather than from our operating expenses to complete this work. Commissioner Dettmering moved and Commissioner Cuddy seconded that such be the order.

Unanimously adopted.

PURCHASE OF LIBRARY SITE

Geneva avenue near Paris street.

The City Planning Commission recommends that the Library Commission withdraw its authorization and recommendation to Mr. Riordan, Director of Properties for the purchase of the Library site on Geneva avenue near Paris street. Commissioner Mohr moved and Commissioner Cuddy seconded that the Commission rescind its previous action, requesting purchase of the property and so notify Mr. Riordan.

Unanimously approved.

AUG 2 - 1949

BOND ISSUE CAMPAIGN

The Librarian reported that Mayor Robinson's office had given notification that the Bond Screening Committee would hold its first meeting, possibly August 10, 1949 to consider placing a library bond issue on the November ballot. After much discussion, Commissioner Dettmering moved and Commissioner Cuddy seconded that a letter be written to the Bond Screening Committee outlining the use of a $2,700,000 bond issue in construction of newbranches and remodeling of the Main Library to give much needed service and to notify the Committee that the Library Commission would be represented at the public hearings.

Unanimously approved.

COMMITTEE ON BUILDING CONSTRUCTION AND MAINTENANCE

Commissioner Mohr informed the Commission of necessary changes in plans for the Potrero Branch. Rough sketches of Marina Branch need closer scrutiny which will be made before the next meeting. Parkside Branch in final stages of plans for construction.

COMMITTEE ON FINANCE AND AUDIT

Commissioner Graves referred to the report listing expenditures for June and estimated expenditures for July also the list of expenditures for July and estimated expenditures for August.

Commissioner Cuddy moved and Commissioner Markowitz seconded that the following list of expenditures and estimated expenditures be approved:

Expended June 1949	
Salaries	$49,846.56
Contractual Services	18.80
Serv. Station Keepers	30.00
Window Cleaning	315.00
Binding	2,397.60
Gas and Electricity	1,183.83
Material and Supplies	229.33
Books etc.	318.30
Equipment	1,894.65
Pensions	3,700.00
Services Other Depts.	1,160.00
	$61,094.07

Est. Expenditures July 1949	
Salaries	$52,553.77
Contractual Services	4,250.00
Serv. Sta. Keepers	30.00
Window Cleaning	412.00
Gas and Electricity	1,200.00
Material and Supplies	5,400.00
Books etc.	10,431.40
Pensions	4,500.00
Compensation Insurance	120.00
Rent	1,180.00
Services Other Depts.	6,375.00
	$86,452.17

Expended July 1949	
Salaries	$49,810.87
Contractual Services	3,200.00
Services Sta. Keepers	30.00
Window Cleaning	684.00
Gas and Electricity	1,100.00
Material and Supplies	5,000.00
Books etc.	10,400.00
Pensions	4,700.00
Compensation Insurance	120.00
Rent	1,180.00
Services Other Depts.	6,375.00
	$82,599.87

AUG 2 - 1949

Est. Expenditures for Aug. 1949	
Salaries	$49,000.00
Contractual Services	500.00
Services Sta. Keepers	30.00
Window Cleaning	217.00
Gas and Electricity	1,000.00
Material and Supplies	500.00
Books etc.	5,000.00
Pensions	4,700.00
Rent	590.00
	$61,537.00

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 78

Resolved that an Interdepartmental Work Order in the amount of $1,780.00 in addition to Work Order No. 2 for $1,500.00 be issued to the Department of Public Works to cover repairs to the Main Library and branches for the period ending September 30, 1949.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 79

Resolved that an Interdepartmental Work Order in the amount of $830.00 be issued to the Department of Public Works to cover the cleaning and lacquering of the floors in the Reading Room and Reference Room of the Main Library as per specification of Job Estimate No. 87, Department of Public Works.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 80

Resolved that the Controller be requested to allot an additional amount of $3,000.00 in the Services of Other Departments appropriation to cover repairs to the Main Library and 21 branches for the period ending September 30, 1949.

On motion duly made, seconded and unanimously passed, ths following resolution is adopted:

RESOLUTION NO. 81

Resolved that the Controller be requested to allot an additional amount of $2,000.00 in the Material and Supplies appropriation to purchase material and supplies for August and September 1949, the amount alloted for the first quarter of the 1949-50 fiscal year has been expended.

On motion duly made, sconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 82

Resolved that an Interdepartmental Work Order in the amount of $690.00 be issued to the Department of Public Works to cover alterations to book shelving-install five doors at the Main Library as per Job Estimate No. 116, Department of Public Works.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 83

Resolved that an expenditure not to exceed $100.00 from the Alfred Fuhrman Estate be authorized to cover the cost of the services and expenses of the Real Estate Department in connection with the re leasing of City owned oil lands acquired from the sstate of

Alfred Fuhrman, deceased, as authorized by Ordinance No. 1638, Bill No. 1704.

Be it further resolved, that the Controllerbe and is hereby requested to approve a Work Order against the Fuhrman Bequest Fund, appropriation 949-1 in the amount of $100.00

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 84

Resolved that an additional Interdepartmental Work Order in the amount of $100.00 be issued to cover reproduction work for the six-month period from July 1, 1949 to December 31, 1949.

Commissioner Markowitz moved and Commissioner Bresee seconded that the expenditure from the Fuhrman estate fund during July for books be approved.

Unanimously approved.

COMMITTEE ON WELFARE OF EMPLOYEES

Commissioner Dettmering made a report of progress.

Commissioner Markowitz moved and Commissioner Cuddy seconded that the Commission officially approve by vote the emergency action of the installation of a new heating unit in Anza Branch.

Unanimously approved.

COMMUNICATIONS

Copy of a letter from Paul Opperman, director of planning to Eugene Riordan re: to the proposed library property on Geneva avenue near Paris street.

Place on file.

From Commissioner Vayssie stating he was getting along nicely and would be at the regular meeting in September.

Place on file.

There being no further business to come before the Commission, the meeting adjourned.

Russell A. Powell
Secretary

AUG 2 - 1949

Proceedings of the postponed monthly meeting of the Library Commission held September 13, 1949 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Hart presiding.

On roll call the following were noted present. Commissioners Ames, Bresee, Dettmering, Graves, Hart, LaPlace, McGill, Markowitz, Mohr and Vayssie. Commissioner Cuddy absent due to pressing business.

The minutes of the regular August meeting were approved and adopted.

The report of the Secretary is approved and placed on file.

The Librarian reported that in accordance with a motion adopted at the August Commission meeting and subsequent to a survey by the Secretary, all the small branches are now closing at 6:00 p.m. on Saturday and that later it may be necessary to close the large branches and the Main on Saturday in order that the department can operate within the 1949-50 salary appropriation.

The Librarian reported on the highlights of the American Library Association convention held in Vancouver, B. C.

The Librarian submitted his annual report to the Mayor as his monthly report and told the Commissioners that each would receive a copy of the document. He touched upon the highlights of the report pointing out the necessity of the Department receiving more money if we are to keep up our service to the people. More money will have to come in the budget to even keep up with the present plans of expansion of the branch service. The only other alternative is a bond issue for the branches and the addition to the Main.

COMMITTEE ON BUILDING, CONSTRUCTION AND MAINTENANCE

Commissioner Mohr submitted the final preliminary plans for the Potrero Branch Library and pointed out the changes which had been made from the original sketches.

Commissioner Mohr moved and Commissioner LaPlace seconded that the Commission accept the plans as submitted by the architects and that the construction of Potrero Branch proceed immediately upon approval of the final plans and specifications.

Unanimously approved.

Commissioner Mohr reported that contract with the architects was based upon an estimated cost of $50,000 for the Potrero Branch and now according to the Department of Architecture should be revised to an estimate of $68,585.

Commissioner Mohr moved and Commissioner LaPlace seconded that the Commission approve the revised estimate and request the Department of Public Works proceed with a modification of contract with the architects based upon $68,585.

Unanimously approved.

COMMITTEE ON PLANNING AND DEVELOPMENT

Upon the recommendation of the City Planning Department the Commission voted at the August meeting to rescind action to purchase a library site on Geneva avenue and Paris street Director of Property Eugene Riordan was so notified. At today's meeting the Secretary made a report of an on the ground inspection of the site in question and another location on Mission near Lowell street made by the City Librarian, Mr. Riordan and himself. Mr. Riordan recommended that the Library Department proceed with the purchase of the property for two reasons: One, that the location on Geneva and Paris street was valuable and the Department could lose nothing on the investment, and: Two, that although the condemnation had never been actually exercised, the owners are now ready to close the deal and if the sale were not consummated, the owners might claim injury and file suit for damages.

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Commissioner LaPlace moved and Commissioner Dettmering seconded that the Commission rescind its previous action of rescission not to Purchase the property on Geneva near Paris.

Unanimously approved.

Commissioner Ames moved and Commissioner LaPlace seconded that the Commission notify Director of Property, Eugene Riordan to proceed with the purchase of the piece of property on Geneva avenue near Paris street for the Library Department.

Unanimously approved.

At the May meeting the Commission requested the Librarian to determine the kind and extent of library service that may be required of a branch located in the Sunset Community Center. The Librarian reported that due to a large area of the center not being used during the daytime except for school and play and at night very little, it is thought that two smaller branch libraries would more adequately serve the Sunset District. Under good library planning, branches should be placed in active commercial areas and on transportation routes.

Commissioner Graves moved and Commissioner McGill seconded that the Library Department withdraw from participation in the Sunset Community Center.

Unanimously approved.

Commissioner McGill moved and Commissioner Graves seconded that the Commission proceed to recover the $20,000 which was advanced toward the purchase of land for a branch library in the Sunset Community Center.

Unanimously approved.

Commissioner Mohr brought up the subject of the desire for the Library Department to secure a piece of property and establish a branch in the Metropolitan Housing area.

Commissioner Mohr moved and Commissioner McGill seconded that proper action be taken to get information pertaining to the establishment of a branch library in the Metropolitan Housing area.

Unanimously approved.

President Hart turned the matter over to thePublic Relations and Promotion Committee: Commissioner Ames, Chairman; Cuddy and Markowitz with instruction to work with the local heads of the Metropolitan Life Insurance Company.

COMMITTEE ON WELFARE OF EMPLOYEES

The Secretary made a report of a telephone emergency action of the Commission regarding the creation of new position of Junior Engineer to work Sunday to cut down on the overtime necessary because of the retirement of a man who used to take this relief shift.

Commissioner Bresee moved and Commissioner McGill seconded that the emergency action of the Commission be approved, creating a new part-time position of Junior Engineer and the $700.00 salary be taken from the permanent salary reserve.

Unanimously approved.

Commissioner Dettmering made a report that the matter of reclassification of employees in the Reference Room was now in the hands of the Civil Service Commission and should be taken care of in the very near future.

COMMITTEE ON LIBRARY OPERATION

At the August meeting the Commission voted full power to act to the Library Operation committee in either moving the present newspaper reading room from the Navy Building by October 1, 1949 or dispensing with the service.

Commissioner Markowitz made a report on the committee meeting held August 17, at which time emergency action was voted to change the date of release of the newspaper reading room to the Traffic Fines Bursau from October 1, to November 15. Telephone emergency

action was taken by the Commission. Mayor Robinson and City Administrator Thomas Brooks were so notified.

COMMITTEE ON FINANCE AND AUDIT

Commissioner Graves referred to the list of expsnditures for August and estimated expenditures for September and moved, seconded by Commissioner Dettmering, that they be approved, as follows:

Expended August 1949

Salaries	$49149.15
Contractual Servicss	757.18
Services Station Ksepers	30.00
Window Cleaning	162.00
Gas and Electricity	1100.00
Material and Supplies	724.60
Books etc.	11222.12
Pensions	4700.00
Rent	590.00
Services Other Departments	100.00
	$68535.05

Est. Expenditures Sspt.1949

Salaries	$49000.00
Contractual Ssrvices	500.00
Services Station Keepers	30.00
Window Cleaning	81.00
Gas and Electricity	1000;00
Material and Supplies	500.00
Books etc.	5000.00
Pensions	4700.00
Rent	590.00
Servicss Other Departments	4550.00
	$65951.00

Unanimously approved.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 1

Resolvsd that the Controller be requested to allot the sum of $2450.00 in the Equipment appropriation to purchase equipment needed and available at the present time.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 2

Resolved that a request be made to the Mayor for a supplemental appropriation in the amount of $700.00 to provide for a position of one 0-166.1 Junior Operating Engineer (Part-time) for Sunday and emergency relief work as needed in the Main Library.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 3

Resolved that an Interdepartmental Work Order be issued to the Department of Public Works to cover Job Estimate No. 175 in the amount of $340. for supplying and installing two Clow gas steam radiators at the Glen Park Branch Library.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 4

Resolved that an Interdepartmental Work Order in the amount of $3000. be issued to the Department of Public Works to cover repairs to the Main Library and branches for the period ending Decsmber 31, 1949.

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On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 5

Resolved that an Interdepartmental Work Order in the amount of $1400. be issued to the Department of Public Works to re-imburse them for the services of a painter for the period ending December 31, 1949.

On motion duly made, sscended and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 6

Resolved that an Interdepartmental Work Order in the amount of $150. be issued to cover repairs to automotive equipment for the quarter ending Dscember 31, 1949.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 7

Resolved that an additional Interdepartmental Work Order for $100. be issued to cover additional repairs to automotive squipment for the quarter ending September 30, 1949.

Commissioner Graves moved and Commissioner Dettmering seconded that the list of books, prepared by the Librarian, on political and economic subjects in the amount of $781.94 bs purchased from the Fuhrman Bequest Fund.

Unanimously approved.

COMMUNICATIONS

From: Mayor Elmer E. Robinson re: Rosh Hoshana and Yom Kippur and requesting that department employees of the Jewish faith be allowed to participate.

Place on file.

From: H. C. Vensano, Director of Public Works re: Library Department participation in Sunset Community Centsr. Action taken on this matter.

Placs on file.

From: Gordon Pates, Editor, "This World" of the Chronicle, to Commissioner Ames re: Library news items to be published on Joseph Henry Jackson's page.

Place on file.

From: Mayor Robinson re: Acknowledgment of notification of change of date for release of prsent newspaper reading room.

Place on file.

There being no further business to come before the Commission, the meeting adjourned.

Russell A. Powell
Secretary

Oct 13 1949

Proceedings of the combined postponed October meeting and the regular monthly meeting of the Library Commission held November 1, 1949 in the Commissioners' Room, Main Library.

The meeting was called to ordsr at 4:00 p.m. President Hart presiding.

On roll call the following were noted present: Commissioners Ames, Bresee, Dettmering, Hart, LaPlace, McGill, Markowitz, Mohr and Vayssie. Commissioner Graves was out of the city and notified the Commission by telegram.

The Librarian called attention to the fact that the department must start preparing the annual budget for 1950-1951 for submission after January 1, 1950.

On the subject of wages, the Librarian asked that the Commission approve an application to transfer $7500 from permanent salary reserve to wages in order to assure enough money for operation even though we are now closing some of the branches at 6:00 p.m. on Saturday night.

Commissionsr LaPlace movsd and Commissioner McGill seconded that the Commission approve the transfer of the $7500.

Unanimously passsd.

The Librarian reported on an investigation and plans for a conveyer system which could be built to use in the stacks and to the circulation department. It would give much faster and better service to the public and would simplify operations. Plans were presented indicating a cost of $25,000 installed and in operation. The Librarian recommended it be referred to the joint committees of Building Construction and Maintenance and Library Operations.

There being no objection, such was the order.

Preliminary plans were presented by the architects for Parkside Branch. The Commission agreed unanimously that they were a complste new departure in beauty from the regular library architecture ordinarily seen but that the utility of the building could not be improved upon. The architects, estimates of construction cost showed a decrease from the original estimates from $145,855 to $126,600 and when bids are called for the cost might even be less than $126,600. The Librarian recommended that the subject of the money bs turned over to the Planning and Developing Committee for report so that construction can proceed as rapidly as possible. There being no objection, such was the order.

The Librarian reported on the changing of the Periodical Room to give better service to the public at an approximate cost of $30,000 which should be in the 1950-51 budget and recommends that the matter be referred to the Planning and Development and Library operations committees. There being no objection, such was the order.

The Librarian reported on the need for new lighting to be placed in the Main Reading Room at an estimated cost of $25,000 and recommends that the matter be referred to the Planning and Development and Library Operations committees. There being no objection, such was the order.

The Librarian called attention to the need for two positions of curators be approved to handle the maintenance and operation of the Achenbach Print Collection. Commissioner Dettmering moved and Commissioner LaPlace seconded that such a procedure be approved by the Commission.

Unanimously passed.

COMMITTEE ON FINANCE AND AUDIT

In the abssnce of Commissioner Graves, chairman of the Committee, Commissioner Dettmering moved and Commissioner Markowitz seconded that the Commission approve the following list expenditures and estimated expenditures for the months of September, October and November as follow:

NOV 1 1949

Expended September 1949

Salaries	$46536.29
Contractual Services	800.00
Services Station Keepers	30.00
Window Cleaning	81.00
Gas and Electricity	1100.00
Material and Supplies	700.00
Books etc.	9069.47
Equipment	1500.00
Pensions	4700.00
Rent	590.00
Services Other Departments	4990.00
	$70096.76

Expended October 1949

Salaries	$47281.32
Contractual Services	870.24
Services Station Keepers	30.00
Window Cleaning	331.00
Gas and Electricity	1100.00
Material and Supplies	421.41
Books etc.	6500.00
Binding	2062.00
Equipment	175.12
Pensions	4700.00
Membership dues	77.02
Rent	590.00
Services Other Departments	1580.00
	$65718.11

Estimated Expenditurss Nov. 1949

Salaries	$49000.00
Contractual Services	500.00
Services Station Keepers	30.00
Window Cleaning	81.00
Gas and Electricity	1200.00
Material and Supplies	500.00
Books etc.	5000.00
Equipment	500.00
Pensions	4700.00
Rent	590.00
	$62101.00

Commissioner Dettmering moved and Commissioner LaPlace seconded that the list of books, prepared by the Librarian, on political and economic subjects in the amount of $960.37 be purchased from the Fuhrman Bequest Fund.

Unanimously approved.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 8

Resolved that an Interdepartmental Work Order in the amount of $1580. be issued to ths Department of Public Works to covsr Job Estimate #196 to wash off and paint ceilings and walls; touch up and revarnish wood work of windows above bookcases in the Main Reading Room and Childrens' Rooms at the North Beach Branch Library.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 9

Resolved that the Controller be requested to allot the additional amount of $7000 in the Contractual Services appropriation to cover purchases of Newspapers and Magazine subscriptions

for the fiscal year ending June 30, 1950 for the Main Library and branches.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 10

Resolved that the Controller be requested to allot an additional amount of $1000 in the Material and Supplies appropriation to cover purchases through December 31, 1949.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 11

Resolved that the Controller be requested to allot the additional balance of $2450 in the Equipment appropriation to cover purchases for the balance of the fiscal year ending Juns 30, 1950.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 12

Resolved that the Controller be requested to prepare a supplemental appropriation ordinance transferring $7500 from the Compensation Reserve appropriation #914.199.00 to the credit of the Wages appropriation #914.130.00 to provide funds for the purpose of meeting requirements for the compensation of Librarians and Library Pages, as needed, in the San Francisco Public Library.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Dettmering read a report on need for reclassification of employees in the Reference Room and moved with a second by Commissioner Bresee that the Committee meet with the Civil Service Commission and that Commissioner Ames be asked to act with the Committee in this meeting.

Unanimously approved.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Cuddy made a verbal report on an offer of a building in which to house the Excelsior Branch and stated that the committee needed more time to investigate and study the problem.

Commissioner Cuddy made some pertinent comments on the plans and pictures submitted for the Parkside Branch pointing out that it would be good public relations for the Commission to build this building as soon as possible.

Commissioner Markowitz moved and Commissioner Ames seconded that the Library Department proceed immediately with construction plans for the Parkside Branch.

Unanimously approved.

Commissioner Cuddy called attention to some detailed changes in the Potrero Branch construction from a three dimensional architects model.

Commissioner LaPlace moved and Commissioner Dettmering seconded that the proposed changes be approved by the Commission.

Unanimously passed.

FRIENDS OF THE LIBRARY

Commissioner Mohr made a report on plans for the Commission to hold a meeting and reception of the Friends of the Library on Thursday, December 1, 1949 at 8:00 p.m. at which time members could meet noted San Francisco authors to be invited.

Commissioner Mohr being a national committee member of Friends

of the Library made a report on A. L. A. and C. L. A. activities. She called attention to the fact that Mr. Clarke was elected Vice-president and President elect of the C. L. A. and will serve from June 1950 to June 1951 as head of the state organization. As this brings honor and public recognition to the San Francisco Public Library, the Commission should give Mr. Clarke full support.

Pertaining to the Trustee Section, it will be part of Mr. Clarke's duty to see that membership is kept up. This Library is a member as an institution with several members of the Commission having joined as individuals. The entire board should join as individual members on their own or through the Library budget. As the Commission is composed of citizens giving freely of their time and effort recent library publications suggest that membership fees in State and National Library Associations should be provided out of Library budgets. It was suggested that a representative group of Commissioners plan to attend the June 1950 meeting of the C. L. A. in Sacramento.

Commissioner Mohr reported that the mid-winter meeting of the A. L. A. is to be held in Chicago in January. This is the business meeting of the organization where policies and important matters are decided upon. San Francisco has never sent a representation to these meetings. Since our Librarian will soon assume the top office of the California Library Association it would seem right and proper that he be given the opportunity to attend this coming mid-winter meeting.

Commissioner LaPlace moved and Commissioner Ames seconded that a resolution be drawn up requesting that the city provide expenses to send Mr. Clarke and one Commissioner to Chicago to attend the mid-winter meeting of the American Library Association.

Unanimously approved.

Commissioner Mohr made a report on a request from Walter G. Swanson of the San Francisco Convention and Tourist Bureau for use of library facilities and suggested that this request be referred to the Public Relations Committee. There being no objection, such was the order.

NAT SCHMULOWITZ COLLECTION

The Librarian read a letter from former Library Commissioner Schmulowitz offsring a third collection of books from his private library to the San Francisco Public Library. This collection covers philosophy, religion and related subjects which would be a welcome addition to this department.

Commissioner Dettmering moved and Commissioner Ames seconded that the Commission accept this collection and that a suitable letter of acceptance and thanks be mailed from the Commissioners to Mr. Schmulowitz.

Unanimously approved.

Commissioner Detterming moved and Commissioner Cuddy seconded that the Commission accept the lease submitted by the Director of Property, Eugene Riordan on the Fuhrman Estate in Central California.

Unanimously approved.

COMMUNICATIONS.

From Art Commission re: Potrero Branch Library plans.
Refer to minutes.

From Goethe Committee re: Thanks to Library for support.
Place on file.

From Joseph J. Allen re: Commendation
Place on file.

From Eugene Riordan re: Fuhrman Bequest Oil lease and purchase of Geneva and Paris site.
Refer to minutes.

From Commissioner Graves re: Telegram re absence from meeting.
Place on file.

From Nat Schmulowitz re: Donation of a collection.
Refer to minutes.

There being no further business, the meeting adjourned.

Russell A. Powell
Secretary

NOV 1 1949

Proceedings of the regular monthly meeting of the Library Commission held Tuesday, December 6, 1949 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:15 p.m., President Hart presiding.

On roll call the following were noted present: Commissioners Ames, Bresee, Cuddy, Dettmering, Graves, Hart, Mohr and Vayssie. Commissioner McGill was noted present though late due to business. Commissioner Markowitz was absent due to business, and Commissioner LaPlace was ill.

Minutes of the previous meeting were approved with correction noting Commissioner Cuddy present under roll call.

Report of Secretary read and filed.

Commissioner Cuddy made a report on the joint committee meeting of the Planning and Development and Library Operations Committees held December 2, 1949.

The Committees recommended that $25,000 be placed in the annual budget for a conveyor system to be installed in the Main Library. Also $30,000 to be placed in the budget to move the Periodical Room from the third to the first floor as such a move would facilitate service of this department.

Commissioner Cuddy also included in his report a recommendation of the Committee that $24,078 in the unspecified land fund be transferred to the building fund to complete the Potrero Branch; that sufficient money be added in the budget to complete the Parkside, Marina and North Beach branches; that $15,000 be added in the budget for purchase of a site for North Beach branch; that $15,000 be added in the budget for remodeling the Print Room for the Achenbach Foundation for Graphic Arts; and that the $10,500 architects' fees and $20,000 for land alloted to the Sunset Development Project be reallocated to the unspecified land fund of the Library Department.

The Librarian submitted the amended budget program as his report, which included the above matters as recommended by the committees.

Commissioner Dettmering moved and Commissioner Vayssie seconded that this budget be given tentative approval.

Unanimously passed.

The Librarian made a request that the Commission do something about the installation of the Piazzoni Murals. Installation would cost from $300 to $400. There being no objection the matter was referred to the Building Construction and Maintenance Committee.

The Librarian displayed a framed sample of a mural offered by Beniamino Bufano to the Library. After some discussion it was the unanimous opinion of the Commissioners that there is no place in this department where the mural could be installed which would do the mural justice and that Mr. Bufano be so notified.

COMMITTEE ON WELFARE OF EMPLOYEES

Commissioner Dettmering reported the recommendation of the Committee on Welfare of Employees that the Librarian draft a letter to the Civil Service Commission outlining a request for reclassification of the librarians in the Reference Room and ask for a meeting date with the Civil Service Commission and the Library Commission Committee. There being no objection such was the order.

FRIENDS OF THE LIBRARY

Commissioner Mohr made a report on the first meeting of the Friends of the Library held December 1, 1949. Nat Schmulowitz acted as temporary chairman and Dr. Alfred Schumate was made permanent chairman. More than 150 Friends attended including 22 Bay Area authors. It was unanimously agreed that the meeting and reception

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which followed was very successful.

COMMITTEE ON FINANCE AND AUDIT

Commissioner Graves moved and Commissioner Mohr seconded that the Commission approve the list of expenditures for November and estimated expenditures for December as follow:

EXPENDED NOVEMBER 1949

Salaries	$46660.08
Contractual Services	1112.55
Services Station Keepers	30.00
Window Cleaning	531.00
Gas and Electricity	1100.00
Material and Supplies	1304.57
Books etc.	5619.30
Binding	3194.59
Pensions	4700.00
Membership Dues	57.16
Rent	590.00
Services Other Depts.	250.00
	$65149.25

ESTIMATED EXP. DECEMBER 1949

Salaries	$49000.00
Contractual Services	500.00
Services Station Keepers	30.00
Window Cleaning	81.00
Gas and Electricity	1200.00
Material and Supplies	500.00
Books etc.	5000.00
Equipment	500.00
Pensions	4700.00
Compensation Insurance	120.00
Rent	590.00
Services Other Depts.	3075.00
	$65296.00

Commissioner Graves moved and Commissioner Mohr seconded that the list of books, prepared by the Librarian, on political and economic subjects in the amount of $375.00 be purchased from the Fuhrman Bequest Fund.

Unanimously passed.

Commissioner Bresee moved and Commissioner Ames seconded that the Secretary secure an estimate on painting the exterior of the Library Annex, 45 Hyde Street, and notify the three City Departments now occupying the building to place their share in their annual budgets.

Unanimously approved.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 13

Resolved that an Interdepartmental Work Order in the amount of $150. in addition to Work Order No. 6 for $150. be issued to the Purchasing Department to cover repairs to automotive equipment for the period ending December 31, 1949.

On motion duly made, seconded and unanimously passed, the following resolution is adopted: RESOLUTION NO. 14

Resolved that an Interdepartmental Work Order in the amount of $100. in addition to Work Order No. 68 for $25. and Work Order #84 for $100. be issued to the Purchasing Department to cover reproduction work for the period ending December 31, 1949.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

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RESOLUTION NO. 15

Resolved that an Interdepartmental Work Order in the amount of $1500. be issued to the Department of Public Works to cover repairs to the Main Library and branches for the period ending March 31, 1950.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 16

Resolved that an Interdepartmental Work Order in the amount of $1400. be issued to the Department of Public Works to reimburse them for the services of a painter for the period ending March 31, 1950.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 17

Resolved that an Interdepartmental Work Order in the amount of $150. be issued to cover repairs to automotive equipment for the quarter ending March 31, 1950.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 18

Resolved that an Interdepartmental Work Order in the amount of $25. be issued to the Purchasing Department to cover Reproduction Work for the period ending June 30, 1950.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 19

Resolved that an Interdepartmental Work Order in the amount of $120. be issued to cover Workmen's Compensation benefits for the six-month period from January 1, 1950 to June 30, 1950.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 20

Resolved that an Interdepartmental Work Order in the amount of $200. be issued to cover minor repairs to the Library Annex for the period ending June 30, 1950.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 21

Resolved that an Interdepartmental Work Order in the amount of $700. be issued to cover Job Estimate No. 910-Arch. for preliminary studies and preliminary drawings on New Exhibit area for Achenbach Foundation for Graphic Arts-1st floor, East Wing, Main Library.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 22

Resolved that the Controller be requested to allot an additional amount of $500. in the Material and Supplies appropriation to cover purchases through December 31, 1949.

Commissioner Ames moved and Commissioner Dettmering seconded that the Commission comply with the recommendations of Eugene Riordan relative to canceling the oil lease on the Fuhrman property held by Harry H. Magee, 4163 Piedmont Avenue, Oakland, California.

Unanimously approved.

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In reference to a request from John H. Devitt, Assistant City Architect, that a work order be issued to his bureau for $1,000. to make test borings at the projected site of the Potrero Branch, it was suggested that the matter be turned over to Commissioner John Cuddy and with the approval of the President, have full power to act for the Commission.

There being no objection, such was the order.

COMMUNICATIONS

Commission letter to Nat Schmulowitz accepting gift of collection.

Place on file.

From Eugene Riordan re: lease on Fuhrman property.

Refer to minutes.

From John H. Devitt re: test borings for Potrero Branch.

Refer to minutes.

From John H. Devitt re: Achenbach Room. Refer to minutes.

From George H. Allen re: "Friends of the Library" meeting.

Place on file.

From Chester R. MacPhee re: Enclosure on Newspaper Room.

Place on file.

From Mayor Robinson: re enclosure on Library service.

Place on file.

There being no further business, the meeting was adjourned.

Russell A. Powell
Secretary

DEC 6 1949

January 10, 1950

Proceedings of the regular monthly meeting of the Library Commission held Tuesday, January 10, 1950 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Hart presiding.

On roll call the following were noted present: Commissioners Hart, McGill, Ames, Cuddy, Graves, La Place, Vayssie, Markowitz, Mohr, Bresee and Dettmering.

Minutes of the previous meeting were approved.

The Secretary's report was ordered filed.

The report of the City Librarian was read and ordered filed.

PLANNING & DEVELOPMENT AND BUILDING CONSTRUCTION & MAINTENANCE COMMITTEES

Commissioner Cuddy moved and Commissioner Ames seconded that the final preliminary plans for Parkside Branch be approved as submitted.
Unanimously passed.

Commissioner Cuddy moved and Commissioner Markowitz seconded that $50,000 from the building fund for the Marina Branch and $20,000 from the Land fund of the Sunset Community Project be transferred to the building fund for Parkside Branch, to hasten construction and completion.
Unanimously approved.

Receiving a notice to vacate from premises of #8 Ocean Avenue, where the Excelsior Branch Library is now located, by February 1, 1950, the Commission approved the following two motions:

Commissioner Cuddy moved and Commissioner Vayssie seconded that the Library Department close Branch #10 at #8 Ocean Avenue on January 15 for loaning books, and close it completely on January 31, 1950.
Unanimously approved.

Commissioner Cuddy moved and Commissioner Mohr seconded that the Commission place in the 1950-51 budget $107,000 for construction of a new Excelsior Branch Library.
Unanimously approved.

Final preliminary plans were submitted for the remodeling of the Print Room and stack area to house the Achenbach Foundation for Graphic Arts.

Commissioner Cuddy moved and Commissioner Ames seconded that the Commission approve the plans as submitted.
Unanimously approved.

Commissioner Cuddy moved and Commissioner Ames seconded that an expenditure of $800 from the Capital Improvement Fund be approved for plans for the Achenbach Foundation.
Unanimously approved.

Commissioner Cuddy moved and Commissioner Markowitz seconded that the Commission follow the recommendation of the Librarian and adjust the 1950-51 budget to provide an additional $2,000 for landscaping at the Parkside Branch, changing this item from $134,040 to $136,040.
Unanimously approved.

Commissioner Cuddy moved and Commissioner Vayssie seconded that the Commission instruct Director of Property, Eugene Riordan, to oppose the motion to dismiss the condemnation suit on the property on Geneva Avenue near Paris Street.
Unanimously approved.

COMMITTEE ON FINANCE AND AUDIT

Commissioner Graves moved and Commissioner La Place seconded that the Commission approve the following list of expenditures for December 1949 and estimated expenditures for January 1950.
Unanimously passed.

JAN 10 1950

EXPENDED DECEMBER 1949

Salaries	$48107.16
Contractual Services	8733.40
Services Station Keepers	30.00
Window Cleaning	531.00
Gas & Electricity	1400.00
Material & Supplies	1078.96
Books, etc.	6614.44
Binding	4345.01
Equipment	921.83
Pensions	4700.00
Compensation Insurance	120.00
Membership Dues	10.00
Rent	590.00
Services Other Departments	4995.00
	$82176.80

ESTIMATED EXPENDITURES JANUARY 1950

Salaries	$49000.00
Contractual Services	1500.00
Services Station Keepers	30.00
Window Cleaning	81.00
Gas & Electricity	1400.00
Material & Supplies	1300.00
Books, etc.	5000.00
Pensions	4700.00
Membership Dues	15.00
Rent	590.00
Services Other Departments	350.00
	$63966.00

Commissioner Graves moved and Commissioner La Place seconded that the Commission approve the list of books on economic and political subjects, to be purchased from the Fuhrman Bequest Fund in the amount of $729.96. Unanimously passed.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 23

Resolved that an Interdepartmental Work Order be issued to cover Job Estimate No. 524 issued by the Bureau of Building Repair of the Department of Public Works to erect three oak counters and install on the first floor of the Main Public Library, in the amount of $1920.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 24

Resolved that an Interdepartmental Work Order be issued to cover Job Estimate No. 919-Arch. issued by the Bureau of Engineering of the Department of Public Works to survey land in connection with the Parkside Branch Library in the amount of $110.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 25

Resolved that an additional Work Order be issued to the Purchasing Department to cover repairs to automotive equipment in the amount of $350 for the period ending March 31, 1950.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 26

Resolved that the Controller be requested to allot the balance of $1735 in the Contractual Services appropriation to cover charges for the months of January and February 1950.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 27

Resolved that the Controller be requested to allot the balance of $80.00 in the Material and Supplies appropriation to cover charges until exhausted.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 28

Resolved that the Controller be requested to transfer the amount of $1,000 from the Equipment appropriation to the Material and Supplies appropriation to cover charges for the period ending March 31, 1950.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 29

Resolved that an Interdepartmental Work Order be issued to the Department of Public Works, Bureau of Architecture in the amount of $800 for contract drawings and specifications and securing contract bids for the new Exhibit Area for Achenbach Foundation for Graphic Arts, first floor, east wing, Main Library, as per Job Estimate No. 926-Arch.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 30

Resolved that the Controller be requested to allot an additional amount of $1,000 in the Services of Other Departments appropriation to cover charges for the period ending March 31, 1950.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 31

Resolved that an Interdepartmental Work Order in the amount of $490 be issued to cover the installation of electrical work in book-checking booths as directed at the Main Public Library, as per Job Estimate #611, issued by the Department of Public Works.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 32

Resolved that the Controller be requested to transfer $1,000 from the surplus existing in Heat, Light and Power to the credit of Contractual Services to cover charges through March 31, 1950.

RESOLUTION NO. 33

Resolved that the Controller be requested to transfer $1500 from the surplus existing in the Retirement Allowance appropriation to the credit of Material and Supplies to cover purchases through June 30.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 34

Resolved that the Controller be requested to transfer $225 from the surplus existing in the Rent appropriation to the credit of Material and Supplies to cover purchases through June 30, 1950.

JAN 10 1950

Commissioner Mohr called attention to the necessity of setting a date for Library Book Week in the spring. She also called attention to Negro Book Week.

Commissioner Mohr read a letter from Mrs. Eliel, Director of the Great Books Foundation, complaining that there was a laxity in proper policing and care for the Men's Rest Rooms on the main floor. In the discussion it was pointed out that Mrs. Eliel had called on Mayor Robinson to voice her complaint in person. The Librarian called attention to the fact that the Library Commission and the Department were cognizant of existing conditions, and as permission to use the Library premises rests with the Commission, Mrs. Eliel should have first brought this matter to the attention of the Library Commission. There being no objection, the matter was to be handled by President Hart and the City Librarian personally.

On motion of Commissioner Mohr seconded by Commissioner La Place, the Committee on Library Operations was asked to make a complete investigation of the conditions and report its findings and recommendations to the Commission at its next regular meeting.

Unanimously passed.

The City Librarian called attention to the National Convention of Music Librarians to be held in San Francisco January 26, 27, and 28, and asked that some Commissioners be present in the Assembly Room on Friday evening, January 27. President Hart agreed to address the group, welcoming them to the Conference in behalf of the Commission.

A letter was read from the Merced Heights Improvement Association asking that the Commission give consideration to placing a branch library in that area.

There being no objection, the letter from the Merced Heights Improvement Association was referred to the Planning and Development Committee.

Commissioner Mohr moved and Commissioner Ames seconded that the Commission accept the Goethe statuette presented to the City and County of San Francisco by the German American Societies of San Francisco.

Unanimously approved.

COMMUNICATIONS

From the Mayor's Office re: Goethe statuette. Refer to minutes.

From Merced Heights Improvement Assn. re: Branch library. Refer to minutes.

From Eugene Riordan re: Geneva near Paris Street property. Refer to minutes.

From American Trust Co. re: 30-day notice to vacate Excelsior Library property. Refer to minutes

From Treasury Dept. re: Commendation of Library cooperation for exhibit. File.

From Board of Supervisors printed acceptance re: Nat Schmulowitz Collection. File.

From Sunset Club of Ind. Progressive Party re: Sunset Community Center. File.

From Supervisors Christopher & MacPhee re: Newspaper Room in Annex. File.

There being no further business, the meeting was adjourned.

Russell A. Powell
Secretary

JAN 10 1950

February 9, 1950

Proceedings of the meeting of the Library Operations Committee held Thursday, February 9, 1950 at 3:30 pm., in the Commissioners' Room, Main Library.

Present Commissioners Markowitz, chairman, LaPlace and Graves.

The subject of the meeting was the proposed planting of the south side, west end and east end of the Main Library building.

In the discussion it was pointed out that there has existed for years a social problem connected with the existence of a lounging space surrounding the building coupled with the men's rest rooms located just inside the doorway of the south entrance and the children's reading room, also near the south entrance of the building.

Complaints have been received from the Parent Teacher's Association, Women's clubs and individuals and much unfavorable newspaper publicity has attended this situation as it now exists.

In order to alleviats the situation the committee took the following action:

Commissioner LaPlace moved and Commissioner Graves seconded that the committee recommend to the Library Commission that the Commission proceed under the estimate submitted by the Park Department to remove the walkway and plant shrubs or a hedge around ths east, south and west sides of the Main Library building.

Unanimously passed.

Commissioner Graves moved and Commissioner LaPlace seconded that the committee recommend that the Library Commission call to the attention of ths Chief Administrator Officer and the Mayor, the dire need of public rest rooms to be placed either underground or above ground in the Civic Center.

Unanimously passed.

Russell A. Powell
Secretary

FEB 9 1950

Proceedings of the postponed monthly meeting of the Library Commission held Thursday, February 9, 1950 in the Commissioners' Room, Main Library.

The meeting was called to ordsr at 4 pm., President Hart presiding.

On roll call the following were noted present: Commissioners Bresee, Cuddy, Dettmering, Graves, Hart, LaPlace, McGill, Markowitz and Mohr. Commissioner Ames was absent due to a court case and Commissioner Vayssie was absent due to illness.

Minutes of the previous meeting approved as corrected by adding Commissioner Mohr's name to attendance roll call.

The Secretary's report was ordered filed.

The Librarian reported on the final budget figures as submitted, the Achenbach print room alterations, the closing of the Excelsior branch and the installation of the Recordak machines, two in the Main entrance and one in the south entrance.

The Librarian reported on the A. L. A. mid-winter conference held in Chicago in January. He will make a written report and include with it the written report of Commissioner Mohr which will be available to the Library staff.

The Librarian recommended that the Library Department purchase some editions from the Dunlop Collection on Californiana which is now for sale.

Commissioner Markowitz moved and Commissioner LaPlace seconded that the Commission authorize the sale of a $1,000 bond from the Phelan Bequest Fund to purchase books and materials from the Dunlop Collection.

Unanimously approved.

COMMITTEE ON PLANNING AND DEVELOPMENT

Commissioner Cuddy reported that the transfer of $70,000 for the Parksids Branch had passed the Board of Supervisors unanimously for second reading on Monday, February 6, 1950.

Commissioner Cuddy moved and Commissioner Mohr seconded that the final plans and specifications for the Achenbach Print Room be accepted as submitted.

Unanimously approved.

Commissioner Cuddy moved and Commissionsr LaPlace seconded that the final plans and specifications for the Potrero Branch be accepted as submitted.

Unanimously approved.

Commissioner Cuddy reported that he, Commissioner Hart and Librarian Clarke had found a very desirable store at 4465 Mission street near Avalon avenue in which to reopen the Excelsior Branch. The rental will be $150 per month the first year and $175 per month the second year.

Commissioner Cuddy moved and Commissioner Dettmering seconded that $750 be approved as rental for the store at 4465 Mission street until June 30, 1950.

Unanimously approved.

Commissioner Cuddy moved and Commissioner Dettmering seconded that the Commission request a Supplemental Budget appropriation of $1875 for rental of 4465 Mission street during 1950-51 fiscal year.

Unanimously approvsd.

COMMITTEE ON FINANCE AND AUDIT

Commissioner Graves movsd and Commissioner LaPlace ssconded that the Commission approve the following list of expenditures for

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January 1950 and the estimated expenditures for February 1950.

Unanimously approved.

Salaries	$48692.33
Contractual Services	2700.00
Services Station Keepers	30.00
Binding	840.17
Window Cleaning	81.00
Gas and Electricity	1600.00
Material and Supplies	1900.00
Books etc.	9128.64
Pensions	4700.00
Rent	545.00
Services Other Depts.	375.00
	$70592.14

Salaries	$49000.00
Contractual Services	500.00
Services Station Keepers	30.00
Window Cleaning	81.00
Gas and Electricity	1600.00
Material and Supplies	500.00
Books etc.	5000.00
Pensions	4700.00
Rent	545.00
	$61956.00

Commissioner Graves moved and Commissioner Bresee seconded that the Commission approve the list of books on economic and political subjects, as submitted by the Librarian, to be purchased from the Fuhrman Bequest Fund in the amount of $1,136.35.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 35

Resolved that an Interdepartmental Work Order in the amount of $480 be issued to cover Job Estimate #667 for the installation of gas lines and radiator shields and grills and connection of radiators supplied by the Library at the Mission Branch Library.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 36

Resolved that the Mayor, Controller and Board of Supervisors be requested to prepare and adopt a supplemental appropriation ordinance in the amount of $2,750 to cover rental and renovation of the premises at 4465 Mission street which will house the Excelsior Branch Library. These funds to be supplied from any available surpluses by the Controller.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 37

Resolved that an Interdepartmental Work Order in the amount of $700 be issued to the Bureau of Architecture to cover services in checking plans and specifications, typing and mimeographing specifications and blueprinting at the Potrero Branch Library.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 38

Resolved that a transfer of $500 from the Services of Other Departments to the Material and Supplies appropriation be requested from the Controller to furnish funds for the purchase of lumber for

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shelving at the proposed new Excelsior Branch Library at 4465 Mission street to be replaced from supplemental appropriation of $2,750 now being requested.

On motion duly made, seconded and unanimously passed, the following resolution is adopted:

RESOLUTION NO. 39

Resolved that in accord with the recommendation of the City Librarian, formal approval is given to purchase some books and materials from the Dunlop Collection on Californiana which is now for sale and that the Treasurer be authorized to sell one $1,000 Treasury Bond 1950-52 in the Phelan invested account, to cover the cost of such purpose; and that the President and Secretary be authorized to execute on behalf of the Commission, the necessary documents for such sale.

COMMITTEE ON WELFARE OF EMPLOYEES

Commissioner Dettmering read a letter from the Civil Service Commission relative to Reference Room employees which stated that Secretary Henderson would notify this Commission when a meeting could be arranged.

COMMITTEE ON LIBRARY OPERATIONS

Commissioner Markowitz made a report on the action and recommendation of the Library Operations Committee relative to removal of walkway and planting on the east, south and west sides of the Main Library. (A copy of the minutes of the Committee is attached.)

Commissioner Markowitz moved and Commissioner LaPlace seconded that the Commission request a supplemental budget appropriation in the amount of $2,000 to remove the walkway and plant appropriate shrubs on the east, south and west sides of the Main Library building.

Unanimously approved.

Commissioner Markowitz moved and Commissioner Mohr seconded that the Commission request the Chief Administrative Officer and the Mayor to have constructed public rest rooms, either above ground or underground in the Civic Center.

Unanimously approved.

Commissioner Mohr read a report of the activities of the Trustee Section of the A. L. A. mid-winter conference and thanked the Commission for allowing her to represent them.

Commissioner Mohr also suggested that another meeting of the "Friends of the Library" be held.

Commissioner Markowitz moved and Commissioner LaPlace seconded that committee headed by Commissioner Mohr be commended for their fine work and also be given full power to act in guiding another meeting of the "Friends of the Library."

Unanimously approved.

COMMUNICATIONS

From Civil Service Commission re: Reference Room employees.
Place on file.

From Hamilton Wolf re: Donation of print collection.
Place on file.

From Mayor Robinson: re Wolf donation.
Place on file.

From Mrs. Lois L. Knoles re: Planting south side of Library.
Place on file.

From Excelsior Merchants re: Closing Excelsior Branch.
Answer and file.

From John H. Devitt re: Potrero Branch.
Refer to minutes.

From Roy L. Hudson, Park Department re: Estimate of replacing sides of Main Library. Refer to minutes.

There being no further business, the meeting was adjourned.

Russell A. Powell
Secretary

March 7, 1950

Proceedings of the regular monthly meeting of the Library Commission held Tuesday, March 7, 1950 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Hart presiding.

On roll call the following were noted present: Commissioners Hart, McGill, Ames, Cuddy, Graves, Markowitz, Bresee and Dettmering and Mohr. Commissioners LaPlace and Vayssie were absent due to illness.

Minutes of the previous meeting were approved.

President Hart reads a letter from Russell A. Powell, Secretary, rendering his resignation as Secretary as of March 31, 1950. On motion duly made and seconded Mr. Powell's resignation is accepted.

The Librarian reported that $2,750.00 had been appropriated from the general fund for the purpose of renting quarters and renovations for ths Excelsior Branch Library and that the Branch should be opened sometime during April.

The Librarian also reported that during the month the Mayor would hold a hearing on the Library Department's budget request for 1950-1951 and that the Commission should emphasize the importance of obtaining additional personnel for the department in the next fiscal year, because if additional employments were not provided that a curtailment of the functions, services, and activities of the department must be undertaken.

COMMITTEE ON PLANNING & DEVELOPMENT

Commissioner Cuddy reported that bids for the Potrero Branch would be taken early in March and that construction should commence within 40 days.

Commissioner Cuddy likewise reported that the final plans and specifications for the Parkside Branch would be ready for approval by the Library, Park and Art Commissions early in the month of April.

It was also reported that Foster & Kleiser had constructed gratis two signs to be placed on the sites of the Parkside and Potrero Branches announcing the completion dates for these branch library buildings.

The Librarian was instructed to thank Foster & Kleiser for their thoughtful generosity.

COMMITTEE ON FINANCE AND AUDIT

Commissioner Graves moved and Commissioner Mohr seconded that the Commission approve the following list of expenditures for February 1950 and estimated expenditures for March as follows:

Salaries	$45790.04
Contractual Services	688.35
Services Sta. Keepers	30.00
Binding	5811.04
Window Cleaning	81.00
Gas & Electricity	1600.00
Material & Supplies	888.00
Books etc.	8923.12
Equipment	158.00
Pensions	4700.00
Membership dues	20.16
Rent	545.00
Services Other Departments	1690.00
	$70924.71

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Salaries	$49000.00
Contractual Services	500.00
Services Sta. Keepers	30.00
Window Cleaning	81.00
Gas & Electricity	1600.00
Material & Supplies	250.00
Books etc.	8000.00
Pensions	4700.00
Membership dues	-0-
Rent	545.00
Services Other Depts.	3050.00
	$67756.00

Commissioner Graves moved and Commissioner Bresee seconded that the Commission approve the list of books on economic and political subjects, as submitted by the Librarian, to be purchased from the Fuhrman Bequest Fund in the amount of $1,136.35.

On motion duly made, seconded and unanimously approved the following resolution is adopted:

RESOLUTION NO. 40

Resolved that an Interdepartmental Work Order in the amount of $550.00 be issued to cover Job Estimate No. 749 for the installation of asphalt tile floor in the Excelsior Branch Library at 4465 Mission Street.

On motion duly made, seconded and unanimously approved the following resolution is adopted:

RESOLUTION NO. 41

Resolved that an Interdepartmental Work Order in the amount of $750.00 be issued to cover additional miscellaneous repairs to the Main Library and branches for the period from January 1, 1950 to March 31, 1950.

On motion duly made, seconded and unanimously approved the following resolution is adopted:

RESOLUTION NO. 42

Resolved that an Interdepartmental Work Order in the amount of $450.00 be issued to cover the repair and lacquering of the linoleum floor in the Main Room and Juvenile Room of the Richmond Branch Library as per Job Estimate #764.

On motion duly made, seconded and unanimously approved the following resolution is adopted:

RESOLUTION NO. 43

Resolved that an Interdepartmental Work Order in the amount of $350.00 be issued to cover the repair and lacquering of the linoleum floor in the Main and Children's Room at the Presidio Branch Library as per Job Estimate No. 766.

On motion duly made, seconded and unanimously approved the following resolution is adopted:

RESOLUTION NO. 44

Resolved that an Interdepartmental Work Order in the amount of $300. be issued to cover the repair and lacquering of the linoleum floor of the Main and Children's Room of the Sunset Branch Library as per Job Estimate No. 765.

On motion duly made, seconded and unanimously approved the following resolution is adopted:

RESOLUTION NO. 45

Resolved that an Interdepartmental Work Order in the amount of $320.00 be issued to cover the furnishing of a heater at the new location of the Excelsior Branch Library at 4465 Mission Street as per Job Estimate No. 782.

On motion duly made, seconded and unanimously approved the following resolution is adopted:

RESOLUTION NO. 46

Resolved that an Interdepartmental Work Order in the amount of $1,500.00 be issued to cover miscellaneous repairs to the Main and branches for the period ending June 30, 1950.

On motion duly made, seconded and unanimously approved the following resolution is adopted:

RESOLUTION NO. 47

Resolved that an Interdepartmental Work Order in the amount of $1,400.00 be issued to cover the services of a painter in the Main Library for the period ending June 30, 1950.

On motion duly made, seconded and unanimously approved the following resolution is adopted:

RESOLUTION NO. 48

Resolved that an Interdepartmental Work Order in the amount of $150.00 be issued to cover repairs to automotive equipment for the period ending June 30, 1950.

On motion duly made, seconded and unanimously approved the following resolution is adopted:

RESOLUTION NO. 49

Resolved that an Interdepartmental Work Order in the amount of $1000.00 be issued to cover the purchase of lumber for the shelving at the new location of the Excelsior Branch Library and for the services of a carpenter to install same.

On motion duly made, seconded and unanimously approved the followingresolution is adopted:

RESOLUTION NO. 50

Resolved that an Interdepartmental Work Order in the amount of $290.00 be issued to cover the furnishing and installation of five pieces of 1/2" Tuflex glass with one surface sandblasted and all edges ground sizes 26" x 48" at the Main Library as per Job Estimate No. 814.

On motion duly made, seconded and unanimously approved the following resolution is adopted:

RESOLUTION NO. 51

Resolved that an Interdepartmental Work Order in the amount of $22.50 be issued to cover Workmen's Compensation benefits for the period from April 1, 1950 to June 30, 1950.

On motion duly made, seconded and unanimously approved the following resolution is adopted:

RESOLUTION NO. 52

Resolved that the Controller be requested to transfer $25.00 from the Services of Other Departments to the credit of 914,804.00 to pay the automobile damage claim of accident caused by the Library truck on August 18, 1949.

On motion duly made, seconded and unanimously approved the following resolution is adopted:

RESOLUTION NO. 53

Resolved that the Controller be requested to transfer $1400 and $136 respectfully from Window Cleaning to the credit of Material and Supplies in the amount of $1200 and to Contractual Services in the amount of $336 to purchase necessary supplies for the balance of the fiscal year 1949-1950.

On motion duly made, seconded and unanimously approved the following resolution is adopted:

RESOLUTION NO. 54

Resolved that an Interdepartmental Work Order in the amount of $500 be issued to cover Blueprinting and advertising for bids for the Potrero Branch Library as per Job Estimate No. 954-Arch. of the Bureau of Architecture.

SPECIAL COMMITTEE ON THE ACHENBACH FOUNDATION FOR GRAPHIC ARTS.

The Chair reported that it had received a letter of resignation from Dr. Alfred Meumeyer as Director of the Achenbach Foundation for Graphic Arts. The resignation was accepted regretfully and the Librarian was instructed to so inform Dr. Neumeyer and also to communicate with Dr. White of Mills College thanking him on behalf of the Commission for permitting Dr. Neumeyer to accept this position on a part-time basis for the past few months.

Commissioner Cuddy reported that pending the appointment of a director the Legion of Honor had offered to help in arranging exhibitions in the Max Kuhl Room and that three exhibits will be held prior to July 1, 1950.

Commissioner Mohr presented a report in connection with the installation of the Piazzoni mural on the second floor of the Main Library and recommended that such installation be undertaken as soon as funds become available. On motion of Commissioner McGill and seconded by Commissioner Graves the recommendation of the committee is approved.

NEW BUSINESS

Commissioner Mohr reported that the Roxburghe Club, the Friends of the Library and the Book Club of California would sponsor jointly the "Fifty Books of the Year" exhibit which will be held on April 3, 1950, at 8:00 p.m. and that Mr. Harvey Jackson would address the group on that evening. In conjunction with the "Fifty Books of the Year" the next exhibit of the Achenbach Print Collection would likewise open on that occasion.

Commissioner Markowitz recommended that opening ceremonies be held on the opening of the Excelsior Branch at 4465 Mission Street. The chair appointed Commissioner Markowitz as chairman for that occasion.

There being no further business, the meeting was adjourned.

City Librarian

MAR 7 1950

April 4, 1950

Proceedings of the regular monthly meeting of the Library Commission held Tuesday, April 4, 1950 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Hart presiding.

On roll call the following were noted present: Commissioners Ames, Bresee, Dettmering, Graves, Hart, McGill, Markowitz and Mohr. Commissioners Cuddy, La Place and Vayssie were absent due to illness.

The minutes of the previous meeting were approved.

The regular order of business was suspended.

COMMITTEE ON WELFARE OF EMPLOYEES

Chairman Dettmering reported that his committee had reviewed the three applications submitted for the position of Secretary to the Library Commission and that it was the committee's recommendation that Mr. Joseph J. Allen, former Secretary to the Commission, be re-appointed as Secretary. On motion duly made by Commissioner Dettmering, seconded by Commissioner McGill, Mr. Allen was appointed Secretary effective Thursday, April 6, 1950, and President Hart was authorized to execute the necessary appointment papers in accordance with Charter provisions.

The regular order of business was resumed.

The Librarian reported that the work for the renovations for the re-establishment of library service in the Excelsior District was proceeding and that the branch would be ready for occupancy on April 21, 1950.

The Librarian reported that the Mayor had recommended a budget for the Library Department amounting to $1,176,092, which reflected an increase of $286,488 over the budget for the current fiscal year. This budget reflects increases in personnel, books, equipment and repairs and maintenance of public buildings and in capital improvements, particularly for the construction of a branch library in the Marina district, the installation of fluorescent lights in the Reading Room and the renovations to the former newspaper room to house the Achenbach Print Collection.

The Librarian likewise reported that bids for the construction of the Potrero Branch had been advertised and that they would be opened on Wednesday, April 12, 1950 by the Bureau of Architecture.

The Librarian also reported that the final plans and specifications for the construction of the Parkside Branch Library on McCoppin Square would be ready during the latter part of April.

COMMITTEE ON BUILDING CONSTRUCTION
AND MAINTENANCE

No report.

COMMITTEE ON PLANNING AND DEVELOPMENT

In the absence of Chairman Cuddy the report of this committee was included in the Librarian's report.

COMMITTEE ON FINANCE & AUDIT

Chairman Graves moved and Commissioner Mohr seconded that the Commission approve the list of expenditures for March 1950 and estimated expenditures for April as follows:

APR 4 1950

Salaries	$48275.01
Contractual Services	600.00
Services Sta. Keepers	30.00
Binding	2402.62
Window Cleaning	81.00
Gas & Electricity	1600.00
Material & Supplies	300.00
Books etc.	10800.00
Pensions	4700.00
Compensation Insurance	22.50
Membership dues	4.16
Rent	845.00
Repairs to Public Bldgs.	1884.73
Services Other Departments	3340.00
	$74885.02

Salaries	$49000.00
Contractual Services	600.00
Services Sta. Keepers	30.00
Binding	6400.00
Window Cleaning	531.00
Gas & Electricity	1500.00
Material & Supplies	500.00
Books etc.	6000.00
Pensions	4700.00
Rent	695.00
Services Other Departments	600.00
	$70556.00

Commissioner Graves moved and Commissioner Bresee seconded that the Commission approve the list of books on economic and political subjects, as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund, in the amount of $479.28. Adopted.

RESOLUTION NO. 55

On motion duly made, seconded and unanimously approved the following resolution is adopted:

Resolved that an Interdepartmental Work Order be issued to cover the furnishing and installation of an electric sign as directed and install 28 lighting units as directed and furnishing and install two ceiling flange units as directed, fluorescent units and lamps to be delivered by the Library at the Excelsior Branch Library as per Job Estimate No. 860, in the amount of $620.00.

On motion of Commissioner Ames, seconded by Commissioner Markowitz, the following resolution is adopted:

RESOLUTION NO. 56

Resolved that a resolution authorizing consent to an assignment of oil and gas lease from the Oceanic Oil Company, as lessee, to Harry H. Magee be approved as recommended by the Director of Property. This pertains to certain city-owned land in Kern County, California, acquired from the estate of Alfred Fuhrman, deceased, which land is located in Section 22, T. 29S., R. 21 E. M. D. B. & M.

On motion duly made, seconded and unanimously approved the following resolution is adopted:

RESOLUTION NO. 57

Resolved that the Controller be authorized to make refunds on requests for deposit card refunds now on file in the Controller's Office which had been submitted after the thirty days as noted in the Library card deposit receipt.

On motion duly made, seconded and unanimously approved the following resolution is adopted:

RESOLUTION NO. 58

Resolved that commencing April 15, 1950 all claims for refunds must be submitted within ninety days after the expiration of the Library privileges or the deposit forfeited.

OLD BUSINESS

Commissioner Mohr reported on the meeting of the Trustees Section of the California Library Association, Golden Gate District held at Mills College on April 1, 1950, and reported the fine attendance by trustees of the Bay Area. Commissioner Mohr likewise called the Commission's attention to the California Library Association state-wide conference to be held at Sacramento on June 22-24, 1950, and urged as many Commissioners as possible to be present on this occasion as Librarian Clarke is to be elected President of the California Library Association for the ensuing year.

Commissioner Markowitz reported that a program had been arranged on the opening of the Excelsior Branch Library by the officers of the Excelsior District Merchants Association with Dr. Arthur Carfagni, prominent dentist in the district as Chairman for the occasion. It was announced by Commissioner Markowitz that approximately 1,000 invitations had been sent out to residents and organizations of the district announcing the cermonies which will take place on Thursday, April 20, 1950 at 8:00 o'clock.

COMMUNICATIONS

From Commissioner Vayssie re: Inability to attend meetings for some time due to illness.

From Weihe, Frick & Kruse, architects, re: submitted firm's name for future consideration as architects for future buildings.

The librarian was instructed to forward a copy of the letter to Mr. Thomas A. Brooks, Chief Administrative Officer, calling Mr. Brooks attention to the fact that the Library Department had cancelled the contract for the preparation of plans and specifications for the Sunset Community Center as the Library Department had withdrawn from that project and suggest a consideration for the appointment of this firm for other city projects.

From Mr. John Devitt, Acting City Architect, re: the approval by the Art Commission of the Potrero Branch Library plans.

Place on file.

From Herbert Clish, re: Thanking the Library Department for its cooperation with the School Department in changing the hours of the Library Department's station at Hunter's Point.

Place on file.

There being no further business at the recommendation of President Hart the meeting was recessed until Friday, April 14, 1950, for the purpose of considering the bids for the construction of the Potrero Branch Library.

City Librarian

APR 4 1950

April 14, 1950

Proceedings of the recessed meeting of April 4, 1950, reconvened on Friday, April 14, 1950 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Hart presiding.

On roll call the following were noted present: Commissioners Ames, Bresee, Cuddy, Dettmering, Graves, Hart, McGill and Mohr. Commissioners La Place, Markowitz and Vayssie were absent due to illness.

The minutes of the recessed meeting were approved.

City Librarian Clarke informed the Commission that a supplemental budget request in the amount of $20, 112 would be necessary to complete the Potrero Branch Library project.

Commissioner Ames moved and Commissioner Cuddy seconded that the Commission follow the recommendation of the Librarian and approve a supplemental budget request in the amount of $20,112, to complete the Potrero Library project. Unanimously approved.

President Hart informed the Commission of the receipt of bids from the Bureau of Architecture for the proposed construction of the Potrero Branch Library.

City Librarian Clarke introduced Mr. Jack Devitt, Acting City Architect, who discussed with the Commission the tabulation of bids received by his department. At the conclusion of his report, the Commission and City Librarian thanked Mr. Devitt for his cooperation in this and other architectural matters concerning the Library Department.

Mr. Devitt asked to be excused, and the Commission continued its discussion of the bids for the proposed branch library.

On motion of Commissioner McGill, seconded by Commissioner Bresee, it was moved that the bids for the proposed construction of the Potrero Branch Library be rejected on the grounds that the low bid exceeded the original estimate of construction cost by twenty per cent; and further that the objective of the Library Commission is to stay within the amount allotted in the Building Fund for this project. Unanimously approved.

There being no further business to come before the Commission, the meeting was adjourned.

Secretary

APR 14 1950

May 16, 1950

Proceedings of the meeting of the Planning and Development Committee held Tuesday, May 16, 1950 at 3:30 p.m. in the Commissioners' Room, Main Library.

Present: Commissioners Cuddy, McGill and Mohr.

The subject of the meeting was consideration of the revised preliminary plans for the proposed Potrero Branch Library.

In the discussion of the revised preliminary plans, it was the unanimous opinion of the Committee that the over-all cost of this project will not exceed the budget amount of $68,585.00 and will retain the original plan arrangements for the functioning of the proposed library.

Commissioner Cuddy moved and Commissioner Mohr seconded that the Committee recommend to the Commission the approval of revised preliminary plans for the proposed Potrero Branch Library; and further recommended that Acting President Ralph J. McGill sign the revised plans and modification of contract on behalf of the Commission.

Unanimously passed.

There being no further business to come before the Committee, the meeting was adjourned.

Secretary

MAY 16 1950

May 16, 1950

Proceedings of the special meeting of the Library Commission held Tuesday, May 16, 1950 at 4:00 p.m. in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., Vice-President McGill presiding.

On roll call the following were noted present: Commissioners Bresee, Cuddy, Graves, LaPlace, McGill, Markowitz, Mohr and Vayssie. Absent: Commissioners Ames, Dettmering and Hart.

Minutes of the previous meeting were approved.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Cuddy informed the Commission of action taken in rejecting the original bids for the proposed Potrero Branch Library as they exceeded original estimate of construction costs by twenty per-cent and the Commission's request to revise the plans and specifications to stay within the amount allocated in the budget for this purpose.

Chairman Cuddy informed the Commission of a meeting held by the Planning and Development Committee to consider revised plans and specifications that call for an estimated expenditure of $65,000 for construction, $3,000 for additional architect's fees and $750 for checking, blueprinting, etc. of these revised plans and specifications by the Department of Public Works (Bureau of Architecture)

It was moved by Commissioner Markowitz, seconded by Commissioner LaPlace, that preliminary plans and specifications for the proposed Potrero Branch Library be accepted, and further that any contemplated change or changes in these revised plans or specifications be brought immediately to the attention of the Planning and Development Committee for its investigation and report.

Unanimously approved.

FINANCE&AUDIT COMMITTEE

Commissioner Graves moved, and Commissioner Markowitz seconded that the Commission approve the following list of expenditures for April and estimated expenditures for May:

Salaries	$49480.43
Contractual Services	950.00
Services Station Keepers	30.00
Binding	15901.24
Window Cleaning	531.00
Gas & Electricity	1400.00
Material & Supplies	500.00
Books, etc.	5200.00
Pensions	4700.00
Rent	695.00
Services Other Departments	645.00
	$79132.67

Salaries	$49000.00
Contractual Services	650.00
Services Station Keepers	30.00
Binding	4493.33
Window Cleaning	81.00
Gas & Electricity	1200.00
Material & Supplies	800.00
Books etc.	6181.13
Pensions	4700.00
Rent	695.00
Repairs to Public Bldgs.	115.27
Services Other Departments	1687.65
	$69633.38

MAY 16 1950

Commissioner Graves moved, and Commissioner Bresee seconded that the Commission approve the list of books on economic and political subjects as submitted by the Librarian, in the amount of $393.09, be purchased from the Fuhrman Bequest Fund.

On motion duly made, seconded and unanimously approved, the following resolution is adopted:

RESOLUTION #59

Resolved that the Modification of Contract No. 136 in favor of Pollack & Pope, Architects for the Potrero Branch Library in the amount of $3,000 be approved as per the recommendation of the City Architect. This amount covers additional architectural services for new plans and specifications as submitted on the revised preliminary drawings which construction costs should approximate $65,000.

On motion duly made, seconded and unanimously approved, the following resolution is adopted:

RESOLUTION #60

Resolved that a Departmental Work Order in the amount of $750 be issued to cover the checking of plans and specifications, typing and mimeographing specifications and blueprinting at the Potrero Branch Library as per Job Estimate No. 964-Arch.

On motion duly made, seconded and unanimously approved, the following resolution is adopted:

RESOLUTION #61

Resolved that a Departmental Work Order in the amount of $110.00 be issued to provide a faucet in the rear of building and four screens on rear window at Excelsior Branch Library as per Job Estimate #963.

On motion duly made, seconded and unanimously approved, the following resolution is adopted:

RESOLUTION #62

Resolved that a Departmental Work Order in the amount of $480. be issued to furnish and install one Clow gas radiator; also screen and shield at the Visitacion Branch Library as per Job Estimate #908.

Commissioner Markowitz recommended that a resolution of commendation be sent to the President of the Excelsior Merchants Association thanking that organization for its splendid civic support on the occasion of the re-opening of the Excelsior Branch Library and to Dr. Arthur Carfagni, its chairman, on his wholehearted cooperation and unselfish efforts in making this memorable event such an outstanding success.

It is so ordered.

The chair informed the Commission that the next regular meeting of the Library Commission will be held on Wednesday, June 7th as Tuesday, June 6th is a legal holiday.

There being no further business to come before this commission, the meeting was adjourned.

Secretary

June 7, 1950.

Proceedings of the meeting of the Planning and Development Committee held Wednesday, June 7, 1950 at 3:30 p.m. in the Commissioners' Room, Main Library.

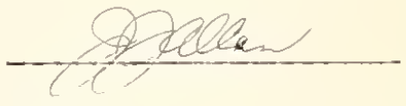
Present: Commissioners Cuddy, McGill and Mohr.

The subject of the meeting was the consideration of final plans and specifications for the proposed Parkside Branch Library.

Commissioner Cuddy moved and Commissioner Mohr seconded that the Committee recommend to the Commission the approval of the final plans and specifications, with certain minor changes, for the proposed Parkside Branch Library; and further recommended that acting President Ralph J. McGill approve these plans and specifications on behalf of the Commission.

Unanimously passed.

There being no further business to come before the Committee, the meeting was adjourned.



JUN 7 1950

June 7, 1950

Proceedings of the regular monthly meeting of the Library Commission, held Wednesday, June 7, 1950 in the Commissioners' Room, Main Public Library.

The meeting was called to order at 4:00 p.m., acting President McGill presiding.

On roll call the following were noted present: Commissioners Bresee, Cuddy, Dettmering, Graves, McGill, Markowitz and Mohr. Absent: Commissioners Ames, Hart, La Place and Vayssie.

The minutes of the previous meeting were approved.

The Librarian reported that the Recordak "charge-out" system has been installed at the main entrance of the Main Library to facilitate the handling of borrowed books and to tighten control over the problem of book losses.

The Librarian reported receipt from the Mayor's Office of several letters received during "write a letter to your Mayor week" and informed the Commission that replies will be made to these letters and copies of same sent to His Honor Mayor Elmer E. Robinson.

The Librarian spoke of the retirement in October of Miss Jessica Frcdericks, Head Music Librarian and recommended that the Civil Service be requested to waive the residential requirements and further that examination for this position be open to other than those in the Library Department in order to obtain a person qualified to meet the high standards of this position.

It is so recommended.

The Librarian further informed the Commission that on July 1, 1950 retirement will be mandatory for Mrs. Fleming, Head Periodical Librarian, Miss Greene, X42 Librarian and Mrs. Simon, Book Repairer, and he recommended that appropriate resolutions be prepared by the Commission commending these faithful employees for their years of exceptional service to the City and County of San Francisco in general and the Library Department in particular.

* The Librarian concluded his remarks by recommending that Miss Reta Van Straaten be authorized to represent the San Francisco Public Library at the American Library Association Conference in Cleveland during July 1950.

It is so recommended.

COMMITTEE ON PLANNING & DEVELOPMENT

Commissioner Mohr informed the Commission of a special meeting of the Planning and Development Committee held on Wednesday, June 7, 1950, to consider final plans and specifications for the proposed Parkside Branch Library.

On motion of Commissioner Cuddy, seconded by Commissioner Mohr, it is recommended that the final plans and specifications for the proposed Parkside Branch Library be accepted, and further that acting President Ralph J. McGill be authorized to approve these plans and specifications on behalf of the Library Commission.

It is so recommended.

Commissioner Cuddy concluded his report by informing the Commission that the final plans and specifications for the proposed Parkside Branch Library will be transmitted to the Park Commission for its counter signature of approval.

On motion of Commissioner Cuddy, seconded by Commissioner Mohr, it was recommended that the Commissioners comprising the Planning and Development Committee attend the Park Commission meeting when this matter is placed on the agenda for discussion and subsequent approval.

It is so recommended.

* The Librarian spoke of curtailing the hours at the Noe Valley Branch Library due to lack of morning patronage and recommended that this branch be closed between the hours of 9am and 1pm be approved.

JUN 7 1950

It is so recommended.

COMMITTEE ON FINANCE & AUDIT

Chairman Graves moved and Commissioner Markowitz seconded that the Commission approve the following list of expenditures for May and estimated expenditures for June:

	Exp. May	Est. Exp. June
Salaries	$47,965.87	$48,000.00
Contractual Services	749.28	-0-
Services Station Keepers	30.00	30.00
Binding	13,094.11	-0-
Window Cleaning	81.00	-0-
Gas & Electricity	1,400.00	1,200.00
Material & Supplies	785.74	40.00
Books, etc.	5,437.74	500.00
Equipment	1,709.35	145.86
Pensions	4,700.00	4,700.00
Compensation Insurance	20.00	-0-
Rent	695.00	-0-
Repairs to Public Buildings	197.76	-0-
Services Other Depts.	830.00	1,352.37
	$77,695.85	$55,977.23

Commissioner Graves motioned and Commissioner Dettmering seconded that the Commission approve the list of books on economic and political subjects as submitted by the Librarian in the amount of $687.95, be purchased from the Fuhrman Bequest Fund.

It is so recommended.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 1

Resolved that the Controller be requested to transfer $44,100 from the Contractual Services appropriation to the Binding appropriation to set up funds for binding for the fiscal year 1950-51.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 2

Resolved that a Departmental Work Order in the amount of $1500. be issued to the Department of Public Works to cover repairs to the Main Library and branches for the period ending September 30, 1950.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 3

Resolved that a Departmental Work Order in the amount of $1400. be issued to the Department of Public Works to reimburse them for the services of a painter for the period from July 1 to Sept. 30, 1950.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 4

Resolved that a Departmental Work Order in the amount of $150. be issued to cover repairs to automotive equipment for the quarter ending September 30, 1950.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 5

Resolved that a Departmental Work Order in the amount of $50. be issued to cover Reproduction Work for the six-month period ending December 31, 1950.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 6

Resolved that a Departmental Work Order in the amount of $50. be issued to cover Workmen's Compensation benefits for the six-month period ending December 31, 1950.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 7

Resolved that the Controller be requested to allot $6540 in the Rent appropriation to provide funds for the rental of branch libraries for the fiscal year 1950-51.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 8

Resolved that the Controller be requested to encumber the amount of $360 from the Contractual Services appropriation to the credit of Services of Station Keepers to cover their charges for the fiscal year 1950-51.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 9

Resolved that the Controller be requested to encumber the amount of $4,831 from the Contractual Services appropriation to the credit of Window Washing to cover contracts for the fiscal year 1950-51.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 10

Resolved that the Controller be requested to transfer the amount of $959.88 from the Contractual Services appropriation to the credit of Window Washing to cover the contract for the building at 45 Hyde street for the fiscal year 1950-51.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 11

Resolved that the Controller be requested to allot the sum of $500 in the Overtime appropriation, the major portion of which will be expended in the first quarter of the fiscal year ending Sept. 30, 1950.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 12

Resolved that a Departmental Work Order in the amount of $100 be issued to cover minor repairs to the Library Annex for the period ending September 30, 1950.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 13

Resolved that a Departmental Work Order in the amount of $600 be issued to cover the cost of the wire and the installation of 50 lighting units as directed at the Main Library as per Job Estimate No. 995.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 14

Resolved that a Departmental Work Order in the amount of $1400 be issued to cover the checking of plans and specifications, typing and mimeographing, blueprinting and advertising for bids for the Parkside Branch Library as per Job Estimate No. 973-Arch. and further that a breakdown of charges be furnished the Commission for its information.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 15

Resolved that the Controller be requested to transfer the surplus existing in the Scavenger Service for the fiscal year 1949-50 to purchase fuel oil for branch libraries.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 16

Resolved that the City Librarian, Laurence J. Clarke, Commissioner Mrs. J. Henry Mohr, and one member of the Staff Association be permitted to attend the C.L.A. Convention from June 21-24, 1950 at Sacramento, California, and be it

Further Resolved that traveling expenses incurred be paid from City Funds in accordance with City Ordinance #4942, Series 1939, adopted by the Honorable Board of Supervisors, April 15, 1948.

COMMITTEE ON WELFARE OF EMPLOYEES

Chairman Dettmering recommended that a communication be addressed to the Honorable Civil Service Commission requesting another joint meeting to discuss the possibility of re-classification of the positions of X42 Librarian in the Reference Department of the Main Library. It is so recommended.

COMMUNICATIONS

From Department of Social Welfare re: Thanks for use of Exhibit Room for meetings on April 20, 21, 1950. Place on file.

From Mr. Paul E. Sloane re: The installation of Photographic System for "charging out" books. Acknowledge & file.

On motion duly made, seconded and unanimously approved, the next meeting of the Library Commission was set for August 1, 1950.

There being no further business to come before the Commission, the meeting was adjourned.

Secretary

JUN 1 - 1950

July 24, 1950

Procsedings of the meeting of the Achenbach Foundation for Graphic Arts Committss hsld on Monday, July 24, 1950 at 4:00 p.m. in the Commissionsrs' Room, Main Library.

Present - Commissioners Cuddy, Ames and Hart, City Librarian Clarke and Secretary to ths Commission Allen.

Subject of the meeting - A general discussion of the Achenbach Bequest, prior to a meeting of this Committee with His Honor, Mayor Elmer E. Robinson on Tuesday, August 8, 1950.

Commissioner Cuddy pressnted a comprehensive report of the proceedings of the Achenbach Bsquest from October 18, 1948 to the present time and informed the Committee of a letter to be drafted and sent to Mr. Moore S. Achenbach outlining in detail the accomplishments of the Commission, and the difficulties experienced in regard to the Collection.

Chairman Cuddy further informed the Committee of a proposed Charter Amendmsnt exempting from residence and civil servics requiremsnts the Dirsctor and Curators of the Foundation for Graphic Arts, which is one of the conditions for acceptance of this gift.

Chairman Cuddy advised the Committee of the meeting with the Mayor and suggested that President Hart be the spokesman for the Committee and Commission at this meeting.

Chairman Cuddy concluded his remarks by stating that a first draft of a proposed letter to Mr. Moore S. Achenbach will be sent to the Committee for review and recommendation, and the final lettsr, including suggestions from the Committee, will be sent to Mr. Achenbach for his deliberation, and decision in this matter.

There being no further business to come before the Committee, the meeting was adjourned.

Secretary

JUL 24 1950

Auguet 1, 1950

Proceedinge of the regular monthly meeting of the Library Commieeion held Tuesday, August 1, 1950 in the Commissionere' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Hart preeiding.

On roll call the following were noted present: Commissioners Amee, Bresee, Cuddy, Dettmering, Gravee, Hart, La Place, McGill, Markowitz, Mohr and Vayeeie.

The minutee of the previoue meeting were approved.

The report of the Secretary wae approved and placed on file.

The Librarian, in his monthly report, epoke on curtailing the houre of the Bernal Branch Library in line with the policy adopted at the laet regular meeting of the Commission, and recommended that this branch be cloeed between the hours of 9:00 a.m. and 1:00 p.m.

Commieeioner Dettmering moved, and Commissioner Ames eeconded that the recommendation of the Librarian to cloee the Bernal Branch Library between the hours of 9:00 a.m. and 1:00 p.m. be approved.

Unanimouely adopted.

The Librarian reported on his conference with the Civil Service Commiseion regarding the lifting of residential requiremente for the poeition of Head Mueic Librarian. The Civil Service Commission hae recommended that prior to lifting the residence requirement, the examination be placed on the promotional level within the Department, with Senior Librarians ae eligible participante. If no one on the etaff ie eligible to paee the qualifications for the examination, the Civil Service Commission will then request the Board of Supervieors to lift the residence requirement for the poeition.

The Librarian approved the above procedure, and recommended to the Commiesion that it concur in thie matter.

It ie so recommended.

The Librarian reported on the status of the Fuhrman Fund and the calling in by the Federal Government of $14,000 in U. S. Treaeury Notes 1950-52, bearing 2% intereet, on September 15, 1950, and recommended that the principal not be epent, and that the entire $14,000 be re-invested in U. S. Treasury notee or other eecuritiee.

The Chair referred thie matter to Commiseioner Gravee, Chairman of the Finance and Audit Committee for his review and recommendation.

The Librarian also discueeed the Phelan Bequest and stated that two $1,000 - 2% U. S. Treasury Notes, 1950-52 are callable, and he recommended that $1,000 of this amount be re-invested in U. S.Treaeury Notes or other interest bearing securities, and $1,000 be ueed ae cash on hand to purchase additional booke on Californiana to augment the present Phelan Collection.

It ie eo recommended.

The Librarian informed the Commiseion of the anticipated retirement of Mies Helen Westlake on September 1, 1950, after thirty-three yeare of faithful and devoted service to the Library Department.

On motion of Commissioner McGill, seconded by Commissioner Ames, the Secretary ie directed to prepare an appropriate reeolution commending Miss Weetlake for her years of exceptional eervice to the citizens of the City and County of San Francisco in general and the Library Department in particular.

Unanimouely approved.

The Librarian concluded his report by recommending the diecontinuance of the printed monthly bulletin in order to curtail expenditure of funds which can be used for more urgently needed materials and eupplieе.

AUG 1 1950

On motion of Commieeioner La Place eeconded by Commiesioner Cuddy, it wae recommended that the monthly book bulletin be diecontinued for the fiecal year 1950-51. Unanimouely approved.

COMMITTEE ON LIBRARY OPERATIONS

Chairman Markowitz informed the Commission that he has received definite information that the Municipal Court will not occupy the present Newspaper Department and a side room on the first floor of the Library Annex located at 45 Hyde Street as previously intended.

On motion of Commissioner Markowitz, seconded by Commissioner Ames, the Secretary is instructed to communicate with His Honor, Mayor Elmer E. Robinson and advise him of the availability of this side room, approximately 30' x 45' in size, for city government use.

It is so recommended.

Commissioner Markowitz concluded his report by informing the Commission of the Committee's desire to enhance the beauty of the Main Public Library by the planting of shrubs and plants on the east, west and south sides of the building; and quoted an estimate received from the Park Department to perform this work.

On motion of Commissioner Markowitz, seconded by Commissioner La Place, the Secretary is instructed to obtain definite estimates of cost of planting this area, and said estimates are to be obtained before the next regular meeting of the Commission for its review and recommendation; and further, that the Park Department be requested to supply additional benches in the Plaza to compensate for loss of seating space on the south side of the Main Public Library.

It is so recommended.

COMMITTEE ON PLANNING & DEVELOPMENT

Chairman Cuddy discussed the revised plans and specifications for the proposed Potrero Branch Library, and remarked that the revised plans have in substance the original plans minus the trimmings to bring estimated cost of construction within the budget allocation for this branch.

On motion of Commissioner Cuddy, seconded by Commissioner Markowitz, it is recommended that this second set of plans and specifications be accepted and that President Hart and Librarian Clarke be authorized to affix their signatures of approval.

It is so recommended.

Commissioner Cuddy informed the Commission of bids received for the construction of the proposed Parkside Branch Library, and offered the following resolution:

RESOLUTION NO. 23

RESOLVED That the Library Commission accept the low bid of the Ira H. Larson Company for the proposed Parkside Branch in the amount of $127,540.00; said bids opened on July 26, 1950, and be it

FURTHER RESOLVED That if said bid of the Larson Company be disqualified, in the opinion of the City Attorney due to lack of proper affidavit or other legal requirement, that the Library Commission accept the next qualified low bid which was submitted by the W. Hortsmeyer Company in the amount of $131,252.00

Unanimously approved.

On motion of Commissioner Cuddy, seconded by Commissioner La Place, the following resolution was unanimously adopted:

RESOLUTION NO. 24

On motion of Commissioner Cuddy, seconded by Commissioner Mohr, it is recommended that the architect's contract for the proposed Parkside Public Library be modified from $10,500. originally encumbered to $8,918. (in the event the Ira H. Larson Company is qualified) or $9,187. (in the event the W. Hortsmeyer Company is declared the qualified low bidder).

It is so ordered.

AUG 1 1950

La Place, the following resolution wae unanimously adopted:

RESOLUTION NO. 25

Resolved that a Departmental Work Order in the amount of $4500. be issued to cover inspection on the construction of the Parkside Branch Library at Taraval St. & 22nd Ave. as per Job Estimate #984.

Commiesioner Cuddy requested the Chair to appoint a committee to make plans for a civic ground-breaking ceremony for the proposed Parkside Branch Library on a date immediately preceding actual construction. The Chair appointed Commissioner La Place ae chairman, with the Commission, Librarian and Secretary acting as a committee, and further rsquested the chairman to augment this committee with the various civic and fraternal organizations in the Parkeide and Outer Sunset Districts. It is so ordersd.

Commissioner Cuddy concluded his report by calling to the Commission's attention a Planning and Development Committee memorandum showing the various encumbrances and allocations of the Capital Improvement Fund of the Library Department.

COMMITTEE FOR ACHENBACH FOUNDATION

Chairman Cuddy requested the Secretary, through ths Chair, to read a comprehensive report prepared for transmission to Mr. Moore S. Achenbach dated July 28, 1950, outlining in great detail the history of the proceedings of this Bequest from October 1948 to the present time, and of a meeting of this Committee with His Honor, Mayor Elmer E. Robinson, on Tuesday, August 8, 1950 at 2:30 plm. to discuss this matter. Present at this meeting will be Mr. and Mrs. Moore S. Achenbach, Attorney Nat Schmulowitz, Honorable Dion Holm, Commissioners Ames, Cuddy and Hart and City Librarian Clarke.

On motion of Commissioner Markowitz, seconded by Commissioner Dettmering, it is recommended that the Library Commission give full support and approval to the action taken by the Achenbach Foundation for Graphic Arts Committee, and highest commendation to the Chairman and members of this Committee for their excsllent work in this regard. It is so recommended.

Commissioner Cuddy concluded his Committee report by informing the Commission of a proposed Charter Amendment to be submitted to the electorate on November 7, 1950, exempting from residence and civil service requirements the positions of Director and Curators of the Achenbach Foundation for Graphic Arts. This proposed Charter Amendment will come before the Judiciary Committee of the Board of Supervisors on Thursday, Auguet 3, 1950 at 3:00 p.m., at which time the Committee and Librarian will be in attendance to present their case.

In reference to Commissioner Cuddy's remarks, Commissioner Mohr informsd the Commission of a meeting of the Charter Revision Committee of which she is a member on Tuesday, August 8th at 3:00 p.m. in Room 228, City Hall and suggests that members of the Achenbach Foundation for Graphic Arts Committee be in attendance.

Commissioner Mohr spoke on contemplated changes on the first floor of the Main Library, converting the present telephons booth room into a Registration, Card File and Book Return Department, which will provide more efficient operation of the Recordak Chargeout system and handling of returned books.

On motion duly made, seconded and unanimously approved, the following resolution was adopted: RESOLUTION NO. 21

Resolved that a Departmental Work Order in the amount of $310. be issued to the Department of Public Works to cover the handling of electrical fixtures as directed at the Main Library-per Job Est. #1161.

On motion duly made, seconded and unanimously approved, the following resolution was adopted: RESOLUTION NO. 22

Resolved that a Departmental Work Order in the amount of $1870. be issued to the Department of Public Works to build sheetrock

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partition in Branch Room; install door and steps from Receiving Room and install counter in telephone room as per Job Estimate #1162.

COMMITTEE ON FINANCE AND AUDIT

Commissioner Graves moved, and Commissioner Bresee secondsd that the Commission approve the list of expenditures for July and estimated expenditures for August as follows:

Salaries	$48,667.81
Contractual Services	5,765.00
Repairs to Pub. Bldgs.	2,950.00
Gas & Elsctricity	1,400.00
Material & Supplies	5,825.00
Books, etc.	12,875.00
Fixed charges	1,165.00
Retirement Allowances	4,500.00
	$83,147.81

Salariss	$49,000.00
Contractual Services	500.00
Repairs to Pub. Bldgs.	2,180.00
Gas & Electricity	1,400.00
Material & Suppliss	200.00
Books etc.	6,000.00
Fixed charges	750.00
Retiremsnt Allowances	4,500.00
	$64,530.00

Commissioner Graves moved and Commissioner Markowitz seconded that the Commission approve the list of books on economic and political subjects, as submitted by the Librarian, in the amount of $2,295.73, be purchased from the Fuhrman Bequest Fund.

Unanimously approved.

Commissioner Ames moved and Commissioner Dettmering seconded that the following resolution be adopted:

RESOLUTION NO. 18

WHEREAS The Pan American Society on June 27, 1950 presented to the San Francisco Public Library, as a gift, a check in the amount of $100. for the purchase of books on or relating to Latin Amsrica; and

WHEREAS the Public Library Commission has signified its desire to accept said gift; now thersfore, be it

RESOLVED, That the Board of Supervisors of the City and County of San Francisco be respectfully requestsd to accept for and on behalf of the City and County of San Francisco, and subject to administration by the San Francisco Public Library, said sum of $100.; and be it

FURTHER RESOLVED That said $100. shall be deposited with the Treasursr of the City and County of San Francisco in ths Pan-American Society Trust Fund to be used for the purchase of books on or relating to Latin America.

Unanimously adopted.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 19

Resolved that a supplemental appropriation ordinance in the amount of $411.16 be prepared on instructions of the Controller to cover the increase in salary of one A-154 Carpenter, Adrian Garnett, as per resolution passed by the Board of Supervisors at the following rates: from July 1, 1950 - $17.80 per day and from July 29, 1950 - $19.00 per day.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

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RESOLUTION NO. 20

Resolved that a Departmental Work Order in the amount of $100. be approved as issued by the Real Estate Department from the surplus existing in the Fuhrman Bequest Fund for services and expenses in re-leasing of City owned oil lands acquired from the Estate of Alfred Fuhrman, deceased.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 26

Resolved that an additional amount of $3,775. be allocated in the Window Washing appropriation to cover the four contracts for window washing for the fiscal year 1950-51.

COMMITTEE ON WELFARE OF EMPLOYEES

No Report.

CALIFORNIA LIBRARY ASSOCIATION CONVENTION

Commissioner Mohr, as commission delegate to the C. L. A. convention held in Sacramento June 21-24, 1950, attended the special Trustees Section meeting; the General Sessions and the Trustees Luncheon held at Hotel Senator on Friday, June 23, 1950. At the Trustees Luncheon she spoke on the timely subject, "Friends of Library activities in San Francisco".

At the first General Session of the Convention, Commissioner Mohr read a congratulatory telegram sent by the Commission to Librarian Laurence J. Clarke, on his assumption of the Presidency of the California Library Association for 1951.

On motion of Commissioner Cuddy, seconded by Commissioner McGill, it is moved that the Library Commission, with a deep sense of pride congratulate City Librarian Laurence J. Clarke on his election as President of the California Library Association, and further that these expressions of commendation be recorded on the minutes of this meeting.

Unanimously approved.

COMMUNICATIONS

From R. Ashby Eckels re: Cost of installing four Piazzoni Murals, 2d floor, Main Public Library.

Refer to B. C. & M. Comm.
(Building, Construction and Maintenance)

From Dept. of Public Works (Bur. of Architecture) re: revised plans and specifications for proposed Potrero Branch Library.

Refer to minutes.

From Dept. of Public Works (Bur. of Architecture) re: tabulation of bids and list of subcontractors for proposed Parkside Branch Libr.

Refer to minutes.

From Mrs. Charles Schroth, President Holy Names School Guild re: Library service in Sunset District west of 19th Avenue.

Refer to P. & D. Comm.
(Planning and Development)

There being no further business to come before this meeting, the meeting was adjourned.

Secretary

AUG 1 1950

Proceedings of the regular monthly meeting of the Library Commission held Tuesday, September 5, 1950 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Hart presiding.

On roll call the following were noted present: Commissioners Ames, Bresee, Cuddy, Dettmering, Graves, Hart, La Place, McGill, Markowitz, Mohr and Vayssie.

President Hart introduced Mr. William W. Wurster, Supervising Architect for the Sunset Development Project, who spoke on the Development as a model plan, embracing schools, recreation, library and public health facilities, and pointed out to the Commission an ideal location for a library that would not only serve the schools in the immediate area but the surrounding community as well.

The Chair, on behalf of the Commission, thanked Mr. Wurster for his informative talk and referred the matter to the Committee on Planning and Development for investigation and report.

The regular order of business was resumed.

The minutes of the previous meeting were approved.

The report of the Secretary was approved and placed on file.

The City Librarian informed the Commission that the Noe Valley and Bernal Branch Libraries are now closed during the morning hours as previously approved by the Commission. Due to the curtailment of hours at these branches, the positions of Head Librarian have been utilized in the creation of the Art and Documents Divisions at the Main Library.

COMMITTEE ON LIBRARY OPERATIONS

Commissioner Markowitz informed the Commission of estimates received for the planting of trees and shrubs along the west, south and east sides of the Main Library.

On motion of Commissioner Markowitz, seconded by Commissioner Ames, it was recommended that this proposed planting of trees and shrubs be deferred until a more propitious time.

After a general discussion on the motion, Commissioner McGill moved and Commissioner Mohr seconded to lay the question on the table until the next meeting of the Commission.

Commissioner Cuddy requested the Chair to communicate with His Honor, Mayor Elmer E. Robinson, to inform him of the situation that exists on the south side of the Main Library and seek assistance through his office to make provisions for the installation of comfort stations, additional benches, etc. in the plaza before approving plans for planting trees and shrubs in this area.

COMMITTEE ON PLANNING & DEVELOPMENT

Commissioner Cuddy informed the Commission that excavation is now underway in the area designated in McCoppin Square for the proposed Parkside Branch Library.

In clearing this area, it became apparent that trees bordering the property lines of the proposed library site constitute a hazard and on motion of Commissioner Cuddy, seconded by Commissioner Mohr, the following resolution was adopted:

RESOLUTION NO. 32 (See Page 2)

COMMITTEE ON BUILDINGS, CONSTRUCTION AND MAINTENANCE

Commissioner Mohr reported on progress in converting the former public telephone room into the new Registration, Card File and Book Return Department; and recommended that the Recordak charge-out booths be painted a dark oak in keeping with the lobby scheme of architecture.

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Commissioner Mohr concluded her report by recommending that the Secretary and Librarian seek engineering advice and obtain estimates for the installation of non-slip material on the steps leading from the main lobby to the vestibule and also on the steps leading to the entrance of the Ladies Rest Room, Registration and Book Return Rooms on the first floor. It is so recommended.

RESOLUTION NO. 32

WHEREAS The Library Commission, in agreement with the Park Commission, recommends the removal of additional trees adjacent to the property lines of the proposed Parkside Branch Library site, located in McCoppin Square; and

WHEREAS The removal of additional trees bordering this proposed building site will eliminate a hazardous condition and further enhance the beauty of the surrounding area; now be it

RESOLVED That an Interdepartmental Work Order in an amount not to exceed $900.00 be approved to perform this work; and further

RESOLVED That as this project is a part of the over-all plan to beautify and properly landscape this area as recommended by the Art Commission and concurred in by the Park and Library Commissions, that said Interdepartmental Work Order be charged against available funds in the Capital Improvement Appropriation of the Library Department.

COMMITTEE ON FINANCE & AUDIT

Commissioner Graves reported on his meeting with City Treasurer John Goodwin regarding the calling in by the Federal Government on September 15, 1950 of $16,000 in U.S. Treasury Bonds 1950-52, bearing 2% interest, held in the Fuhrman and Phelan Trust Accounts and informed the Commission that action must be taken by the Commission on this matter before September 8, 1950 as directed by U. S. Government Bond letter No. 527, dated September 5, 1950.

On motion of Commissioner Bresee, seconded by Commissioner Markowitz, the following resolution was unanimously adopted:

RESOLUTION NO. 33

RESOLVED That the Treasurer of the City and County of San Francisco exchange $15,000 - 2% United States Treasury Bonds of 1950-52 for 1-1/4% United States Treasury Notes of Series "F"1951, as described in Government Bond Letter No. 527, September 5, 1950; and further

RESOLVED That $1,000 of the same series (1950-52) be redeemed to provide cash on hand in the Phelan Bequest Fund to purchase additional books on Californiana to augment the present Phelan Collection.

Commissioner Graves moved and Commissioner La Place seconded that the Commission approve the list of expenditures for August and estimated expenditures for September as follows:

	Expended August 1950	Est. Expend. September 1950
Salaries	$48,973.36	$49,000.00
Contractual Services	836.10	500.00
Repairs to Public Bldgs.	2,810.00	2,000.00
Binding	7,281.48	-0-
Gas & Electricity	1,400.00	1,400.00
Materials & Supplies	450.00	500.00
Books, etc.	9,700.00	8,000.00
Equipment	1,700.00	-0-
Fixed Charges	600.00	750.00
Retirement Allowances	4,500.00	4,500.00
Window Washing	212.00	212.00
Repairs to Auto Equip.	67.88	75.00
Telephone & Telegraph	100.00	100.00
Fuels & Oil	65.00	65.00
	$78,695.82	$67,102.00

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Commissioner McGill moved and Commissioner Dettmering seconded that the Commission approve the list of books on economic and political subjects, as submitted by the Librarian, in the amount of $226.05, be purchased from the Fuhrman Bequest Fund. Unanimously approved.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 27

RESOLVED That a Departmental Work Order in the amount of $630.00 be issued to the Department of Public Works as per their Job Estimate No. 1295 to perform the following work: Re-key all cylinder locks as ordered. Master, Grand Master and Individual keys; make duplicates and number. Replace and furnish locks and cylinders at Main Library.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 28

RESOLVED That a Departmental Work Order in the amount of $910.00 be issued to the Department of Public Works as per their Job Estimate No. 1316 to perform the following work: Excavate and cement area on back entrance to Main Library; also set 3" galvanized pipe in concrete for parking area, as directed by Mr. Clarke.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 29

RESOLVED That the Controller be requested to allot the amount of $5,684.00 in the Equipment Appropriation for the period starting September 15, 1950, this amount being 1/4 of the appropriation allowed in the 1950-51 Budget.

On motion duly made, seconded and unanimously approved the following resolution was adopted:

RESOLUTION NO. 30

RESOLVED That a Departmental Work Order in the amount of $740.00 be issued to cover the installation of four new doors at the Mission Branch Library, 24th and Bartlett Streets, as per Job Estimate #1337.

On motion duly made, seconded and unanimously approved the following resolution was adopted:

RESOLUTION NO. 31

RESOLVED that a Departmental Work Order in the amount of $430.00 be issued to cover the fabrication and installation of six book chutes using stainless steel material at the Main Library as per Job Estimate #1338.

COMMITTEE ON WELFARE OF EMPLOYEES

Report progress.

PARKSIDE LIBRARY GROUNDBREAKING

Commissioner La Place informed the Commission of preparations for groundbreaking ceremonies on Wednesday evening, September 13, at 7:45 p.m., in McCoppin Square, 22d and Taraval, under the auspices of the Parkside Improvement Club, Inc., and extended a cordial invitation to all Commissioners and their friends to attend. Invitations have been sent to civic and political dignitaries, Friends of the Library group, officers and members of military, fraternal and civic organizations, as well as residents of the Parkside District.

Commissioner La Place concluded her remarks by stating that Chief Administrative Officer, Thomas A. Brooks, has lent every assistance in furnishing an appropriate speaker's stand as well as chairs for this occasion.

There being no further business to come before the Commission, the meeting was adjourned to Wednesday, September 13, 1950 at 4:00 p.m.

J. J. Allen, Secretary

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September 13, 1950

Proceedings of the adjourned meeting of September 5, 1950 reconvened on Wednesday, September 13, 1950 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m. President Hart presiding.

On roll call the following were noted present: Commissioners Ames, Bresee, Cuddy, Graves, Hart, La Place, McGill and Mohr. Absent, Commissioners Dettmering, Markowitz and Vayssie.

Commissioner Cuddy informed the Commission that bids for the construction of the proposed Potrero Branch Library were opened at the office of the Director of Public Works on this date.

On motion of Commissioner Cuddy, seconded by Commissioner La Place, the following resolution was unanimously adopted:

RESOLUTION #36

RESOLVED that the Library Commission accept the qualified low bid for the construction of the proposed Potrero Branch Library, as submitted by the Elvin C. Stendell Company, on Wednesday, September 13, 1950, in the amount of $70,586.00.

On motion of Commissioner Cuddy, seconded by Commissioner La Place, the following resolution was unanimously adopted:

RESOLUTION #37

RESOLVED that a Departmental Work Order in the amount of $3600 be issued to the Department of Public Works (Bureau of Architecture) to cover inspection fees for the construction of the proposed Potrero Branch Library.

There being no further business to come before the Commission, the meeting was adjourned.

J. J. Allen, Secretary

SEP 13 1950

Proceedings of the regular meeting of the Library Commission held Tuesday, October 3, 1950 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Hart presiding.

On roll call the following were noted present: Commissioners Bresee, Cuddy, Dettmering, Graves, Hart, La Place, McGill, Mohr and Vayssie. Absent: Commissioners Ames and Markowitz.

The minutes of the previous meeting were approved.

The report of the Secretary was approved and placed on file.

The Librarian, in his monthly report, informed the Commission that according to Section 1.6 of the Salary Ordinance of 1950-51, employees whose compensations are fixed in the schedule of compensation on a monthly basis, shall complete eight hours tour of duty within a nine-hour period, and a normal work week of forty hours in five consecutive days in a week. In order to abide by the directive of the Civil Service Commission, it is recommended that the large branch libraries be opened at 12:00 noon on Monday, rather than at 9:00 a.m., which is the present opening time.

It is so ordered.

The Librarian informed the Commission of the reassignment of the positions of Head Librarian, formerly assigned to Noe Valley and Bernal Branch Libraries and the Main Reading Room, to the Documents, Art and Public Relations Departments.

The Librarian recommended that a letter signed by the President of the Commission be transmitted to the Civil Service Commission, outlining the changes made, and the need for the development of these positions. Inasmuch as no reclassification is involved in the proposed reorganization, the Librarian felt that a satisfactory hearing will be granted by the Civil Service Commission and approval of the changes forthcoming. It is so recommended.

The Librarian also recommended to the Commission that the Mayor, Civil Service Commission and Board of Supervisors be requested to approve the appropriation of funds from the Permanent Salary Reserve to man the two new branches when they are completed early in the next calendar year. The positions are one Head Librarian and one Senior Librarian for the Parkside Library and Potrero Library respectively.

It is so recommended.

The Librarian concluded his report by informing the Commission that plans for a civic Ground Breaking Ceremony for the proposed Potrero Branch Library should be undertaken soon as the contract for construction has been officially signed and approved by the Board of Public Works (Bureau of Architecture.)

Commissioner Dettmering was appointed Chairman by the Chair, with the Commission, Librarian and Secretary acting as a committee, and he was requested to further augment this Committee with Assemblyman Thomas A. Maloney, the Potrero Improvement Club and various civic and fraternal organizations in the Potrero District.

It is so ordered.

COMMITTEE ON LIBRARY OPERATIONS

Commissioner La Place informed the Commission that after due deliberation, the Library Operations Committee rescinded its previous recommendation regarding the planting of trees and shrubbery around the Main Library, and she submitted the following resolution:

RESOLUTION NO. 43

RESOLVED that a Departmental Work Order in the amount of $230 be issued to the Department of Public Works to remove the cement walk-way on the west, south and east sides of the Main Library; and be it

FURTHER RESOLVED that the Department of Public Works (Bureau of Architecture) be requested to call for bids for the furnishing and installing of shrubs and trees in the above stated area; and be it

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FURTHER RESOLVED that an amount not to exceed $2,000--including the removal of the cement walk-way, be approved for this project.
Unanimously approved.

COMMITTEE ON BUILDINGS, CONSTRUCTION & MAINTENANCE

Commissioner Mohr moved and Commissioner Cuddy seconded that the Commission rescind its previous action of approving Resolution #28 at previous regular meeting of the Commission, pertaining to the excavating and cementing of the back entrance of the Main Library Building for a parking area. Unanimously approved.

COMMITTEE ON PLANNING & DEVELOPMENT

Commissioner Cuddy informed the Commission that the Planning and Development Committee re-surveyed the Sunset Community Project site for library purposes and he recommended to the Commission that the decision to withdraw from participation in the Sunset Community Project, as previously approved by the Commission on September 13, 1949, be upheld. Unanimously approved.

Commissioner Cuddy spoke on the transfer of the Achenbach Foundation for Graphic Arts from the Library Department to the California Palace of the Legion of Honor, and on motion duly made, seconded and unanimously approved the following resolution was adopted:

RESOLUTION NO. 42

RESOLVED that the Library Commission approve the transfer of funds in the amount of $7,500 from the unallotted Capital Improvement Appropriation (014.500.00) in the Library Department's 1950-51 Budget to the California Palace of the Legion of Honor for alterations to house the Achenbach Foundation for Graphic Arts; and be it

FURTHER RESOLVED that funds set up in the Library Department's Permanent Salary Appropriation (014.110.00) in the 1950-51 Budget, for the positions of Director of Prints and Curator "C" of the Achenbach Foundation for Graphic Arts be transferred to the California Palace of the Legion of Honor, in an amount to cover the salaries for these positions for the remainder of the fiscal year effective with the date of the new agreement between Moore S. and Hazel J. Achenbach and the City and County of San Francisco; and be it

FURTHER RESOLVED that in accord with Charter provisions such transfer of funds and positions be approved by His Honor Mayor Elmer E. Robinson and the Honorable Board of Supervisors; now be it

FURTHER RESOLVED that such transfer of funds and positions be effective concurrently with the signing of this agreement, and that His Honor Mayor Elmer E. Robinson be respectfully requested to initiate the necessary procedures to effect this transfer.

COMMITTEE ON FINANCE & AUDIT

Commissioner Graves moved and Commissioner Dettmering seconded that the Commission approve the list of expenditures for September and estimated expenditures for October as follows:

	Expended September	Est. Expend. October
Salaries	$47,959.53	$48,000.00
Contractual Services	724.92	1,000.00
Repairs to Public Buildings	4,120.00	2,950.00
Binding	-0-	-0-
Gas & Electricity	1,400.00	1,400.00
Material & Supplies	583.70	500.00
Books and Binding Material	8,412.24	6,000.00
Equipment	1,191.46	-0-
Fixed Charges	758.00	700.00
Retirement Allowances	4,600.00	4,600.00
Window Washing	212.00	212.00
Repairs to Auto Equipment	-0-	260.00
Telephone & Telegraph	120.00	120.00
Fuels & Oil	65.00	65.00
	$70,146.85	$65,892.00

Unanimously approved.

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Commissioner Graves moved and Commissioner Cuddy seconded that the Commission approve the list of books on economic and political subjects, in the amount of $258.33, as submitted by the Librarian, to be purchased from the Fuhrman Bequest Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner La Place seconded that the list of books on Californiana in the amount of $352.50, as submitted by the Librarian, be purchased from the Phelan Bequest Fund.

Unanimously approved.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 34

RESOLVED that a Departmental Work Order in the amount of $1400 be issued to the Department of Public Works to reimburse it for the services of a painter for the period from October 1, 1950 to December 31, 1950.

RESOLUTION NO. 35

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLVED that a Departmental Work Order in the amount of $1500 be issued to the Department of Public Works to cover repairs to the Main Library and Branches for the period ending December 31, 1950.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 38

RESOLVED that a Departmental Work Order in the amount of $50 be issued to cover Reproduction Work for the six-month period ending December 31, 1950 in addition to the Work Order for $50. now in effect.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 39

RESOLVED that the controller be requested to allot $130 in the Repairs to Automobile Equipment to purchase needed parts and install same in the Library Department's Chevrolet Truck.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 40

RESOLVED that a Departmental Work Order in the amount of $830 be issued to the Department of Public Works to install copper screens in 28 vents of buildings; cover ledges of 5 windows and screens behind lattice work at the Main Library as per Job Estimate #1373.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 41

RESOLVED that a Departmental Work Order in the amount of $1,700 be issued to the Department of Public Works to paint two coats on exterior of building at 45 Hyde Street as per Job Estimate #1336.

COMMITTEE ON WELFARE OF EMPLOYEES

Report progress.

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COMMUNICATIONS

From Superior Judge Milton D. Sapiro and Mrs. Marshall Madison, President of the Volunteer Auxiliary of the Youth Guidance Center of San Francisco re: Library service for the New Youth Guidance Center.

By unanimous approval of the Library Commission, the Librarian is directed to undertake a survey in cooperation with the Volunteer Auxiliary of the Youth Guidance Center for the establishment of library service in this project.

From Mrs. Thomas C. Howe, Jr., Director of the Palace of the Legion of Honor re: Transfer of the Achenbach Foundation for Graphic Arts from the Library Department to the California Palace of the Legion of Honor. Refer to minutes.

From Office of the Mayor re: Copy of letter from Mr. Paul Verdier, President, Board of Trustees California Palace of the Legion of Honor, to Mayor Robinson, and copy of His Honor's reply re: Achenbach Foundation for Graphic Arts. Refer to Minutes.

From His Honor, Mayor Elmer E. Robinson re: Request of San Francisco Disaster Corps. for approximately 2500 square feet of unused office space on the second floor of the Library Annex located at 45 Hyde Street

On motion duly made, seconded and unanimously passed, the Chair is requested to inform His Honor, Mayor Elmer E. Robinson that on August 3, 1948, the Library Commission, with his approval, authorized the use of the entire second floor of the Library Annex by the Department of Public Works, and if the Department of Public Works will release this unused 2500 square feet of office space, the Library Commission will concur with His Honor's assignment of said office space to the Disaster Corps. The Library Commission further recommended that a quarterly work order in the amount of $500 be charged to the Disaster Corps for janitorial and other services during their occupancy.

From Helen C. Westlake, recently retired Head Librarian of Bernal Branch Library, thanking the Commission for its Resolution of Commendation. Place on file.

From John R. McGrath, Clerk of the Board of Supervisors, circular letter to all Departments, Boards and Commissions re: Recommendation to Finance Committee to provide funds for sketches of proposed improvements as they will appear after completion, before spending any funds for plans and specifications which may not be appropriate when the time arrives to make said improvements.
Acknowledge & place on file.

From Mr. Steven Malatesta, Secretary Property Owners Association of North Beach re: Branch Library in North Beach District.

Acknowledge and refer to Planning and Development Committee.

From Mr. Eugene J. Riordan, Director of Property, re: Preliminary appraisal n.w. corner Filbert and Stockton Streets, and s.w. corner Greenwich Street and Grove Place for library purposes.

Refer to Planning and Development Committee.

There being no further business to come before the Commission, and on motion duly made, and seconded the meeting was adjourned to Wednesday, November 8, 1950.

J. J. Allen, Secretary

OCT 3 1950

November 8, 1950

Proceedings of the regular meeting of the Library Commission held Wednesday, November 8, 1950 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 pm., President Hart presiding.

On roll call the following were noted present: Commissioners Ames, Bresee, Cuddy, Dettmering, Graves, Hart, La Place, McGill, Markowitz, Mohr and Vayssie.

The minutes of the previous meeting were approved.

The report of the Secretary was approved and placed on file.

The Librarian in his monthly report informed the Commission that construction of the Potrero and Parkside libraries are proceeding on schedule. In regard to the Parkside Library, the Librarian recommended to the Commission that a Departmental Work Order in the amount of $1,500 be issued to cover bid on Service Order to Hyman, Appleton & Wolfard, Architects as consultants on interior decoration, furniture and furnishings.

RESOLUTION NO. 44

On motion of Commissioner Cuddy, seconded by Commissioner Dettmering, it was moved that a Departmental Work Order in the amount of $1,500 be issued to the Department of Public Works (Bureau of Architecture) to cover bid on Service Order for the architectural firm of Hyman, Applcton & Wolford as consultants on interior decoration, furniture and furnishings at the Parkside Branch Library as per Job Estimate No. 1000.

The Librarian reported to the Commission that Mr. Eugene Riordan, Director of Property, has informed the Library Department that the United States Navy is considering the possibility of taking over the entire main floor area at 45 Hyde Street for Navy use at a tentative rental of $375 per month and further requests that the presently unused office space of approximately 30' x 50' be given the Navy for its immediate use.

On motion duly made, seconded and unanimously passed, the following resolution was approved:

RESOLVED that the Real Estate Department be authorized to negotiate with the United States Navy Department for a lease on the entire main floor at 45 Hyde Street at a tentative rental of $375 per month; and further

RESOLVED that the unused office space on the main floor, measuring approximately 30' x 50' be turned over to the Navy Department immediately upon written agreement between the City and County of San Francisco and thc United States Navy, pending the execution of a lease between said parties.

The Library Commission considered the possibility of reimbursing $3,333 expended from Capital Funds for its share in purchasing the improvements at 45 Hyde Street from the United States Government at the close of World War II and approved the following resolution.

RESOLVED that the proceeds from the lease agreement between the City and County of San Francisco (Library Department) and the United States Government (Navy Department) be credited to Appropriation 014.600.00 (Land Fund) until such time as the full amount of $3,333 representing the original expenditure from Capital Funds for this building is realized.

It is so ordered.

The Librarian concluded his report by recommending that in the event the Navy Department occupies the main floor of 45 Hyde Street, consideration should be given to the renovation of the former newspaper room on the first floor of the Main Library for uee as a Documents Division and a small portion of this room for bound newspapers

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and a very limited number of outstanding journals from throughout the country.

The Chair referred this matter to the Library Operation Committee for investigation and report.

COMMITTEE ON PLANNING & DEVELOPMENT

Commissioner Cuddy informed the Commission of the Planning and Development Committee's recent survey of the North Beach District for a site for a branch library, and submitted the following resolution:

RESOLVED that Mr. Eugene J. Riordan, Director of Property, be directed to negotiate for the purchase of two parcels of land approximately 50' x 75' situated at the n.w. corner of Filbert and Stockton Streets; and

FURTHER RESOLVED that the fair-market value already established by the Real Estate Department in previous correspondence with the Library Department form a basis for negotiation; and further

RESOLVED that the Real Estate Department inform the Commission of its findings in this matter prior to actual purchase of said property.

It is so ordered.

Commissioner Cuddy concluded his report by recommending that the architectural firm of Kent and Haas be authorized to prepare preliminary plans and sketches for the proposed Marina Branch Library.

The Chair instructed the Planning and Development Committee and Librarian Clarke to confer with the architectural firm of Kent and Haas with the view of early development of plans and specifications for this project.

COMMITTEE ON LIBRARY OPERATIONS

Report progress.

COMMITTEE ON BUILDINGS, CONSTRUCTION AND MAINTENANCE

Commissioner Mohr informed the Commission that bids will be opened by the Department of Public Works (Bureau of Architecture) on November 15, 1950, for the installation on non-slip material on the steps leading from the main lobby to the women's rest room, book return room and main elevators.

COMMITTEE ON FINANCE, AUDIT AND BUDGET

Commissioner Graves moved and Commissioner Dettmering seconded that the Commission approve the list of expenditures for October and estimated expenditures for November as follows:

Salaries	$47635.39
Contractual Services & Repairs to Pub.Bldgs.	11026.55
Gas & Electricity	1400.00
Material & Supplies	700.00
Books & Binding Mat.	6852.51
Equipment	70.00
Fixed Charges	1505.74
Retirement Allowances	4600.00
Window Washing	913.74
Repairs to Auto Equipment	-0-
Telephone & Telegraph	120.00
Fuels and Oil	279.11
	$75103.04

Salaries	$48000.00
Contractual etc.	1000.00
Gas & Electricity	1400.00
Material & Supplies	500.00
Books & Binding Mat.	6000.00
Fixed Charges	700.00
Retirement Allowances	4600.00
Window Washing	212.00
Telephone & Telegraph	120.00
Fuels and Oil	150.00
	$62682.00

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Commissioner Graves moved and Commissioner Markowitz seconded that the Commission approve the list of books on economic and political subjects, in the amount of $289.40, as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner Bresee seconded that the list of books on Californiana in the amount of $200 as submitted by the Librarian, be purchased from the Phelan Bequest Fund.

Unanimously approved.

Commissioner Graves moved, and Commissioner McGill seconded that the list of books on Latin-America, in the amount of $16.62, as submitted by the Librarian, be purchased from the Pan-American Society Inc. Bequest Fund.

Unanimously approved.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 44

Resolved that a Departmental Work Order in the amount of $1,500 be issued to the Bureau of Architecture to cover bid on Service Order for Appleton & Wolfard, Architects, as consultants on furnishings and furniture, at the Parkside Branch Library, as per Job Estimate No. 1000.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 45

Resolved that a Departmental Work Order in the amount of $1,570 be issued to the Bureau of Building Repair to cover the washing and painting of two coats on ceilings and walls in the Main Reading Room and Children's Room of the Presidio Branch Library as per Job Estimate No. 1457.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 46

Resolved that the Controller be requested to transfer the sum of $750 from the Retirement Allowances to the credit of Compensation Insurance to cover the charges for one month for the injury to Miss Andreasen, Head Librarian.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 47

Resolved that an additional Departmental Work Order in the amount of $750 be issued to the credit of the Retirement Bureau to cover Compensation charges for one month due to the injury to Miss Andreasen, Head Librarian.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 48

Resolved that a Departmental Work Order in the amount of $50.00 be issued to the Department of Public Works to cover the plans and specifications for installation of safety treads on marble steps in lobby at the Main Library.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

NOV 8 1950

Commissioner Graves moved and Commissioner Markowitz seconded that the Commission approve the list of books on economic and political subjects, in the amount of $289.40, as submitted by the Librarian, be purchased from ths Fuhrman Bequest Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner Bresee seconded that the list of books on Californiana in the amount of $200 as submitted by the Librarian, be purchased from the Phelan Bequest Fund.

Unanimously approved.

Commissioner Graves moved, and Commissioner McGill seconded that the list of books on Latin-America, in the amount of $16.62, as submitted by the Librarian, be purchased from the Pan-American Society Inc. Bequest Fund.

Unanimously approved.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 44

Resolved that a Departmental Work Order in the amount of $1,500 be issued to the Bureau of Architecture to covsr bid on Service Order for Appleton & Wolfard, Architects, as consultants on furnishings and furniture, at the Parkside Branch Library, as per Job Estimate No. 1000.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 45

Resolved that a Departmental Work Order in the amount of $1,570 be issued to the Bureau of Building Repair to cover the washing and painting of two coats on ceilings and walls in the Main Reading Room and Children's Room of ths Presidio Branch Library as per Job Estimate No. 1457.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 46

Resolved that the Controller be requested to transfer the sum of $750 from the Retirement Allowances to the credit of Compensation Insurance to cover the charges for one month for the injury to Miss Andreasen, Head Librarian.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 47

Resolved that an additional Departmental Work Order in the amount of $750 be issued to the credit of the Retirement Bureau to cover Compensation charges for one month due to the injury to Miss Andreasen, Head Librarian.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 48

Resolved that a Departmental Work Order in the amount of $50.00 be issued to the Department of Public Works to cover the plans and specifications for installation of safety treads on marble steps in lobby at the Main Library.

On motion duly made, seoonded and unanimously approved, the following resolution was adopted:

NOV 8 1950

RESOLUTION NO. 49

Resolved that the Controller be requested to transfer the sum of $450 from the surplus in the Contractual Services appropriation to the credit of Repairs to automotive equipment for the amount requested by the Central Shops as needed to cover charges for repairs to the automotive equipment for the balance of the fiscal year 1950-51.

COMMITTEE ON WELFARE OF EMPLOYEES

Report progress.

POTRERO GROUNDBREAKING

Commissioner Dettmering informed the Commission of preparations for groundbreaking ceremonies for the proposed Potrero Branch Library on Tuesday evening, November 21, 1950, at 7:45 pm., on 20th Street between Arkansas and Connecticut Streets, under the auspices of the Potrero Boosters and Merchants Association. Commissioner Dettmering extended an invitation to all Commissioners and their friends to attend. Assemblyman Thomas Maloney, President of the Potrero Boosters Association has informed Commissioner Dettmering that invitations have been sent to civic and political dignitaries as well as schools and organizations in the neighborhood. Quarter cards announcing this ground breaking ceremony have been distributed to stores and business firms throughout the area.

FRIENDS OF LIBRARY MEETING

Commissioner Mohr spoke on the Friends of Library meeting to be held on Thursday evening, November 30, 1950 in the Assembly Room of the Main Library, followed by a reception in the Commissioners Room. Former Library Commissioner Nat Schmulowitz's Collection of Wit and Humor, recently presented to the Public Library, will be on exhibit in Phelan Hall on this occasion.

UNFINISHED BUSINESS

The Librarian informed the Commission of preparations for the establishment of library service at the Youth Guidance Center after a recent survey of the facilities in cooperation with the Youth Guidance Center Auxiliary.

Mr. Eugene Riordan, Director of Property, informed the Library Department that the Planning Commission has approved the rezoning of the east side of Geneva Avenue near Paris Street from residential to commercial use. As this area contains unimproved property desirable for Library purposes, Mr. Riordan objected to the rezoning on the grounds that suit to condemn for library use has been initiated on the request of the Library Commission in its letter of January 18, 1950 to the Director of Property.

The Chair referred this matter to the Planning and Development Committee for investigation and report.

COMMUNICATIONS

From Kate Kennedy P.T.A. re: request of Library Committee to appear before Commission regarding service in neighborhood. Postponed until December meeting at request of Kate Kennedy P.T.A.

Volunteer Auxiliary of Youth Guidance Center re: appreciation for assistance and interest in proposed establishment of library service in Youth Guidance Center. Place on file.

Miss Jessica Fredricks thanking Commission for Resolution of Commendation on the occasion of her retirement from the Library Department.

Place on file.

Department of City Planning re: preparation of 1951-57 Capital Improvement Project of Schedules.

Referred to Planning and Development Committee.

J. H. Devitt re: Department of Public Works estimate for remodelizing the first floor, Main Library.

Referred to the Library Operations Committee.

The Young Men's Christian Association of San Francisco re: Use of Bernal Heights Library room as a meeting place once a week for the Bernal Hi-Y Club, from 7:30 to 9:00 pm.

Approve request with certain stipulations as to length of occupancy and responsibility in case of accident or injury.

There being no further business to come before the Commission, the meeting was adjourned.

Merced Heights Improvement Association re: request for branch library service in district.

Referred to the Planning and Development Committee.

Secretary

November 28, 1950

Proceedings of the meeting of the Planning and Development Committee held Tuesday, November 28, 1950 at 3:30 p.m. in the Commissioners' Room, Main Library.

Present: Commissioners Ames, Cuddy, McGill and Mohr, City Librarian Clarke, Assistant City Architect John Devitt, and Mr. T. J. Kent, of the Architectural firm of Kent and Haas.

Subject of the meeting - Discussion of the preliminary plans and specifications for the proposed Marina Branch Library.

Mr. Kent informed the Committee that in his Preliminary Plan "D" all service elements such as office, work room, etc. are placed on the west side adjacent to present school yard, and the main reading room and children's room are on the east side adjacent to Funston Playground.

Mr. John Devitt, Assistant City Architect, informed the Committee of the School Department's receipt of latest bids for construction of school buildings, and estimated costs have increased from 20 to 30% over the past three months, and recommended that in order to build a library under present conditions with funds available in the Library Department, some thought should be given the substitution of wood frame for reinforced steel, inasmuch as this proposed structure is within the square foot limits of the building code for a Type #5 structure.

Chairman Cuddy suggested that the Committee determine what it desires from the standpoint of utility and needs, and have it effectuated at the lowest possible cost. The Committee agreed to his suggestion and proceeded to study in detail the preliminary plan as submitted by Kent and Haas.

Commissioner Mohr suggested that the proposed browsing room be eliminated and a "bay-window" effect or alcove included in the plans. This arrangement would reduce the building area by approximately 800 square feet, provide an attractive exterior and offer a semi-secluded alcove with easy chairs and lounges for small gatherings.

Librarian Clarke recommended minor changes in the arrangement of the charging desk, stacks, etc. and the Committee concurred with his recommendations.

Chairman Cuddy expressed the Committee's appreciation to Mr. John Devitt, Assistant City Architect, for his attendance and valuable recommendations, and to Mr. T. J. Kent for his excellent preliminary plans for this proposed branch library.

Commissioner Cuddy concluded the meeting by informing Mr. Kent of the Planning and Development Committee's suggested revisions in his preliminary plan, and requested that he incorporate on his next set of preliminary plans the suggestions and ideas presented at this meeting. He expressed a desire for a joint meeting within the near future so that final plans and specifications will be arrived at in the very near future.

There being no further business to come before the Committee, the meeting was adjourned.

J. J. Allen, Secretary

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December 5, 1950

Proceedings of the regular meeting of the Library Commission held Tuesday, December 5, 1950 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Hart Presiding.

On roll call the following were noted present: Commissionere Ames, Bresee, Cuddy, Dettmering, Graves, Hart, La Place, McGill, Markowitz, Mohr and Vaysaie.

The minutes of the previous meeting were approved.

The report of the Secretary was approved and placed on file.

The Librarian, in hie monthly report, touched on the progress of the construction of the Parkside Library, and informed the Commission that construction is on schedule and completion anticipated within the time limit specified in the contract. The Librarian also informed the Commission of the progress being made in the construction of the Potrero Branch Library.

LIBRARY OPERATIONS COMMITTEE

Commissioner Markowitz spoke of a special meeting held December 5, 1950 with the members of his Committee and the Librarian regarding the removal of the Newspaper Room in the Library Annex at 45 Hyde St. to the Main Library, due to the anticipated occupancy by the Navy Department of the present quarters on or about January 1, 1951.

On motion of Commissioner Markowitz, seconded by Commissioner La Place, the Librarian was directed to obtain an estimate for remodeling the former Newspaper Room in the Main Library for a Reading and Documents Room, and report his findings to the Commission at its next regular meeting.

Commissioner Markowitz stated that due to this contemplated change in location, the Director of Property is to notify the Navy Department that it will be impossible for the Library Department to complete the renovation at the Main Library and the removal of existing Newspaper Room facilities at 45 Hyde Street by January 1, 1951.

It is so ordered.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Cuddy informed the Commission of a Committee meeting held November 28, 1950 to discuss preliminary plans and specifications for the proposed Marina Library, and of a subsequent meeting with Librarian Clarke and Commissioner Mohr to re-study these preliminary plans.

On motion of Commissioner Cuddy, seconded by Commissioner La Place, the tentative preliminary plans, with indicated changes, were approved and furthermore, the architectural firm of Kent and Haas was directed to prepare the final preliminary plans for this project.

It was so ordered.

Commissioner Cuddy informed the Commission that on November 9, 1950, the Recreation-Park Commission granted permission to the Library Commission to erect and maintain a branch public library in McCoppin Square and recommended that the following resolution from the Recreation-Park Commission be inscribed upon the minutes of this meeting.

RESOLUTION NO. 155

WHEREAS, the LIBRARY COMMISSION has requested the transfer of a certain parcel of land in McCOPPIN SQUARE to be used advantageously as a Branch Public Library; and

WHEREAS, this Commission has been advised by the City Attorney that such transfer of park land is prohibited, but recognizes the

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desirability of eetabliehing a Branch Library at McCOPPIN SQUARE; Therefore, be it

RESOLVED, that the Recreation and Park Commieeion doee hereby rescind ite previous Resolution No. 40, meeting of Auguet 10, 1950, and doee hereby grant permission to the LIBRARY COMMISSION to erect and maintain at no expenee to this Commission a Branch Public Library on that property deecribed ae follows:

Commencing at the point of intersection of the northerly line of Taraval Street with the westerly line of Twenty-Second Avenue and running thence westerly along said line of Taraval Street 148 feet; thence at a right angle northerly 85 feet; thence at a right angle easterly 148 feet, to the said westerly line of Twenty-Second Avenue; thence southerly along said line of Twenty-Second Avenue 85 feet to the point of commencement. Being a portion of Aseessor'e Block 2351.

AND, BE IT FURTHER RESOLVED, that the use of eaid property shall continue eo long as it ie ueed by the Library Commieeion for Public Library purposee.

Commissioner Cuddy epoke on the recommendation of the Director of Property to dismiss a condemnation suit brought against the owners of aproposed library eite eituated on the eaet side of Geneva Avenue near Parie Street, and preeented the following resolution:

On motion of Commissioner Cuddy, eeconded by Commissioner Ames, the Library Commieeion concurred with the recommendation of the Director of Property to abandon a propoeed library eite situated on the eaet side of Geneva Avenue near Parie Street, and to dismiss, in collaboration with the City Attorney, the existing condemnation euit brought against the owners of this eite.

It was eo ordered.

Commieeioner Cuddy concluded his report by informing the Commission that the Director of Property hae received an offer of $3,000 for an unimproved parcel of land jointly owned by the Recreation-Park and Library Commissions (Fuhrman Bequeet) and more particularly described as the e.e. corner of Madrid Street and France Avenue.

On motion of Commiseioner Cuddy, eeconded by Commieeioner Mohr, it wae recommended that if the Park-Recreation Commiseion concurs in the sale of thie real property, the Director of Property should be authorized to initiate the necessary proceedinge to sell at public auction this unimproved parcel of land for the minimum amount of $3,000.

It wae eo ordered.

COMMITTEE ON BUILDINGS, MAINTENANCE & OPERATION

Commissioner Mohr reported that the first floor area deeignated to house the Regietration and Book Return Department will be completed by January 1, 1951 thereby increasing the efficiency of the department as well ae providing the patrone with a convenient method of returning books.

Commieeioner Mohr informed the Commission of bids received for the installation of eafety treads ~~leading~~ on the etepe leading from the main foyer to the women's rest room, new book return room and main elevatore.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 50

Resolved that a Departmental Work Order in the amount of $174.90 be iseued to the Department of Public Works to cover the installation of eafety treads at the Main Library ae per Job No. 874 of the Safety Surfacing Company.

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On motion duly made, seconded and unanimously approved, the following rssolution was adoptsd:

RESOLUTION NO. 51

Rssolved that an additional Departmental Work Order in the amount of $750.00 bs issusd to ths Department of Public Works to cover additional repairs to the Main Library and branches for ths period ending December 31, 1950.

On motion duly mads, sscondsd and unanimously approvsd, the following resolution was adopted:

RESOLUTION NO. 52

Resolvsd that a Dspartmsntal Work Ordsr in the amount of $1500. be issued to ths Department of Public Works to cover miscsllaneous rspairs to ths Main Library and branchss for ths psriod January 1, 1951 to March 31, 1951.

On motion duly made, seconded and unanimously approved, the following rssolution was adopted:

RESOLUTION NO. 53

Resolvsd that a Departmental Work Order in the amount of $1400. be issued to the Department of Public Works to cover the services of a painter and materials for the period from January 1, 1951 to March 31, 1951.

COMMITTEE ON FINANCE, AUDIT AND BUDGET

Commissioner Graves moved and Commissionsr McGill seconded that the Commission approve the list of expenditures for Novsmber and estimatsd expenditures for December as follows:

Salaries	$47036.05
Contractual Services & Repairs to Pub. Bldgs.	3200.00
Binding	9930.99
Gas & Electricity	1400.00
Material & Supplies	850.00
Books & Binding materials	8650.00
Equipment	100.00
Fixed charges	710.00
Retirement Allowances	4600.00
Window Washing	212.00
Telephone & Tslegraph	120.00
Fuels and Oil	65.00
	$76874.04

Salaries	$48000.00
Contractual Ssrvices & Repairs to Pub. Bldgs.	4000.00
Gas & Electricity	1400.00
Material & Supplies	500.00
Books & Binding materials	6000.00
Fixed charges	700.00
Retiremsnt Allowances	4600.00
Window Washing	212.00
Telephone & Telegraph	120.00
Fuels & Oil	150.00
	$65682.00

Commissioner Graves moved and Commissioner Markowitz seconded that ths Commission approvs the list of books on economic and political subjects, in the amount of $541.34 as prepared by the Librarian, be purchased from the Fuhrman Bequest Fund.

Unanimously approved.

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Commissioner Graves moved and Commissioner La Place seconded that the list of books on Latin-America in the amount of $22.05, as prepared by the Librarian, be purchased from the Pan American Society, Inc. Book Fund.

Unanimously approved.

COMMITTEE ON WELFARE OF EMPLOYEES

Report progress.

Potrero Gound Breaking.

Commissioner Dettmering reported that the Potrero Branch Library Ground-breaking held on Tuesday evening, November 21, 1950, was a success from the standpoint of excellent entertainment, speakers and attendance. Commissioner Dettmering concluded his report by announcing that upon completion of this project formal dedication exercises will be held.

Friends of Library Meeting.

Commissioner Mohr informed the Commission of the annual meeting of the Friends of the Library held Thursday evening, November 30, 1950 in the Assembly Room of the Main Library, and commented on the excellent program highlighted by the dedication of the Nat Schmulowitz Collection of Wit and Humor and followed by a reception in the Commissioners' Room.

Commissioner Mohr concluded her report by requesting the president on behalf of the Commission, to address a letter of appreciation to the Library Staff Association for its cooperation in making possible a very successful evening.

It was so ordered.

Commissioner Markowitz addressed the Chair with the following remarks:

Mr. President: I believe it is fitting, before we adjourn for the last meeting of this year, that we give thought to the approaching Holiday Season. We do not meet again until 1951, so with the close of this year fast approaching, may I sincerely hope that this Yuletide Season will not only be a Merry one, but that in the true spirit of the Season, it will bring peace on earth--good will to allmankind.

So therefore, to the members of this Commission, to our Librarian and our Secretary and to the entire Library Staff may I offer my sincerest wishes for a very happy Christmas and for a New Year of Good Health and Happiness, and above all restoration of peace to this troubled universe.

Commissioner Cuddy moved, and Commissioner McGill seconded that this expression of good wishes be spread upon the minutes, and further that the Chair, on behalf of the Commission, address a communication to each branch and department expressing the Commission's best wishes for a very Happy Yuletide Season.

COMMUNICATIONS

From Y.M.C.A. thanking Commission for granting permission to use basement room of Bernal Branch Library for Bernal Hi-Y Club meetings.

Acknowledge and place on file.

From Hon. Milton D. Sapiro, Judge of the Superior Court re:

Cooperation of Librarian and Library Commission with Youth Guidance Center Auxiliary in establishing library service to Youth Guidance Center.

Acknowledge and Place on file.

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From American Library Association inviting City Librarian Clarke to attend Library of Congrees Sesquicentennial Banquet in Washington D. C on Tueeday, December 12, 1950.

Send telegram of congratulatione on behalf of Library Commission. and City Librarian.

From Mabel Gillie re: Inability to attend Nat Schmulowitz Dedication.

Send copy of letter to Mr. Nat Schmulowitz.

From George Oeoske, Chief Probation Officer re: Appreciation for aesistance in obtaining Library eervice-Youth Guidance Center.

Acknowledge and place on file.

There being no further businees to come before the Commission, and on motion duly made, eeconded and unanimouely passed, the meeting was adjourned to Tueeday, January 9, 1951.

Secretary

DEC 5 1950

January 9, 1951

Proceedings of the regular meeting of the Library Commission held Tuesday, January 9, 1951 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Hart presiding.

On roll call, the following were noted present: Commissioners Ames, Bresee, Cuddy, Dettmering, Graves, Hart, McGill, Markowitz, Mohr and Vayssie. Absent: Commissioner La Place.

The minutes of the previous meeting were approved.

The report of the Secretary was approved and placed on file.

LIBRARY OPERATIONS COMMITTEE

Commissioner Markowitz informed the Commission that work is now in progress on the first floor of the Main Library, to house the Newspaper and Documents Departments, and it is anticipated that this renovation will be completed by February 1, 1951, thereby permitting the U. S. Navy Department to occupy the present quarters of the Newspaper Department at 45 Hyde Street.

Commissioner Markowitz concluded his report by informing the Commission that a lease agreement between the City and County of San Francisco and the United States Navy for certain space in the Library Annex, 45 Hyde Street, has been prepared by the Director of Property.

On motion of Commissioner Markowitz, seconded by Commissioner McGill, the President of the Commission is hereby authorized to sign, on behalf of the Commission, this lease agreement between the City and County of San Francisco (Library Department) and the United States of America (Navy Department) for the first floor area at 45 Hyde Street, at a rental of $375.00 per month.

The motion carried with Commissioner Ames dissenting.

BUILDINGS, MAINTENANCE & OPERATION COMMITTEE

Commissioner Mohr reported that the safety tread installation on the steps leading to the women's rest room, book return room and main elevators was completed to the satisfaction of the Committee and Library Department.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Cuddy informed the Commission of a meeting held on December 27, 1950 with Messrs. Appleton and Wolford of the firm of Hyman, Appleton and Wolford, and Mr. Peter Rooke-Ley, interior decorator, to discuss interior color scheme and furnishings for the proposed Parkside Branch Library.

Commissioner Mohr stated that the interior color scheme, furniture and furnishings will be a departure from the conventional style for libraries, but will be in keeping with the architecture of this branch, and within the estimate set up in the budget. Commissioner Mohr concluded her remarks by stating that economy has been the key note in the planning, development and interior arrangements of this branch library building.

Commissioner Cuddy reported to the Commission that Mr. Eugene J. Riordan, Director of Property, has made an inspection of 1548 Stockton Street and certain properties on the north side of Filbert Street, west of Stockton Street, as possible sites for the proposed North Beach Branch Library.

Commissioner Cuddy concluded his report by informing the Commission that the Planning and Development Committee will withhold its recommendation for a library site in this district pending further investigation and report.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Graves moved, and Commissioner Dettmering seconded that the Commission approve the list of expenditures for December and estimated expenditures for January as follows:

JAN 1951

	Expended December 1950	Est. Expenditures January 1951
Salaries	$47739.06	$48000.00
Contractual Services & Repairs to Public Building	3247.47	4000.00
Gas & Electricity	1600.00	1600.00
Binding	-0-	5048.55
Materials & Supplies	600.00	500.00
Books and Binding Material	8000.00	6000.00
Equipment	64.38	-0-
Fixed Charges	695.00	700.00
Retirement Allowance	4600.00	4600.00
Window Washing	212.00	212.00
Repairs to Auto Equipment	-0-	-0-
Telephone & Telegraph	120.00	120.00
Fuels & Oil	276.36	150.00
	$66554.27	$70930.55

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #54

RESOLVED That a Departmental Work Order in the amount of $50.00 be issued to the Purchasing Department to cover reproduction work for the six-month period ending June 30, 1951.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #55

RESOLVED That a Departmental Work Order in the amount of $50.00 be issued to the Retirement System to cover estimated charges for Workmen's Compensation benefits for the period ending June 30, 1951.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION # 56

RESOLVED That a Departmental Work Order in the amount of $1,900 be issued to the Department of Public Works for alterations and additions to Newspaper Room; build partition and install door in hallway near Newspaper Room; lay asphalt tile as directed at the Main Library as per Job Estimate No. 1681.

Commissioner Graves moved and Commissioner Cuddy seconded that the Commission approve the list of books on economic and political subjects in the amount of $668.90, as prepared by the City Librarian, be purchased from the Fuhrman Bequest Fund. Unanimously approved.

Commissioner Graves moved, and Commissioner Markowitz seconded that the Commission approve the list of books, submitted by the Librarian, on Latin-America, in the amount of $54.33, be purchased from the Pan-American Society, inc. Book Fund. Unanimously approved.

Commissioner Graves moved, and Commissioner Dettmering seconded that the list of books on Californiana, submitted by the Librarian, in the amount of $120 be purchased from the Phelan Bequest Fund. Unanimously approved.

Commissioner Graves moved, and Commissioner Bresee seconded that the list of books in the amount of $129.35, submitted by the Librarian, be purchased from the Sutro Bequest Fund. Unanimously approved.

Commissioner Graves concluded his report by submitting the following resolution:

RESOLUTION #57

WHEREAS Robert H. Leech, on December 6, 1950, presented to the San Francisco Public Library, as a gift, a check in the amount of $100 for the purchase of books on journalism; and

WHEREAS the Public Library Commission has signified its desire to

JAN 5

accept said gift; now therefore be it

RESOLVED That the Board of Supervisors of the City and County of San Francisco be respectfully requested to accept for and on behalf of the City and County of San Francisco, and subject to administration by the San Francisco Public Library, said sum of $100; and be it

FURTHER RESOLVED That said $100 should be deposited with the Treasurer of the City and County of San Francisco in the Edward T. Leech Memorial Fund to be used for the purchase of books on journalism.

The Chair directed the Secretary to acknowledge with thanks this generous gift of Mr. Robert H. Leech to the San Francisco Public Library, and Commissioner Mohr recommended that his name be inscribed upon the membership role of the "Friends of Libraries."

It is so ordered.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Dettmering spoke on the recent Salary Standardization Survey made by the Civil Service Commission, as authorized by the Board of Supervisors on August 2, 1950, under Resolution #10134.

On motion of Commissioner Dettmering, seconded by Commissioner McGill, the Library Commission hereby requests that the Civil Service Commission give consideration to a salary increase for the Librarian, Assistant to the Librarian, Secretary of the Commission and members of the professional staff, as supported by data compiled by the Civil Service Commission in its Salary and Wage Survey Staff Report of December 20, 1950. It is so ordered.

PUBLIC RELATIONS AND PROMOTION COMMITTEE

Commissioner Ames informed the Commission that Miss Farrell, Public Relations Librarian, Miss Betty Rethmeyer, Senior Librarian, and Commissioner Mohr are actively engaged in speaking before religious, fraternal and patriotic groups, concerning library services and facilities, and commended these representatives for their untiring efforts on behalf of the Library Department in bringing library information to the public at large.

NEW BUSINESS

The City Librarian reported on the proposed budget for the Library Department for the fiscal year 1951-52.

Following approval of each appropriation seriatim, on motion of Commissioner McGill, seconded by Commissioner Dettmering, the following budget requests for 1951-52 were approved:

	1950-51	Commission's Request 1951-52	Increase
Permanent Salaries	$461,623	$503,459	$ 41,836
Temporary Salaries	3,000	5,000	2,000
Wages	153,384	156,796	3,412
Overtime Allowance	500	1,000	500
Contractual Services	54,500	67,500	13,000
Binding	45,000	50,000	5,000
Heat, Light, Power	19,000	20,500	1,500
Material & Supplies	15,000	20,000	5,000
Books & Bindery Material	103,500	150,000	46,500
Equipment	23,200	17,000	- 6,200
Conveyor System		25,000	25,000
Newspaper-Periodical Room (Renovations)		15,000	15,000
Fixed Charges	8,225	8,225	
Retirement Allowances	55,075	59,938	4,863
Lighting		5,000	5,000
Capital Improvements (Building & Improvements Unallocated)	125,000	100,000	- 25,000
Land-North Beach Branch	15,000		- 15,000
	$1,082,007	$1,204,418	$122,411

JAN 9 1951

Commissioner Mohr recommended that the Library Operations and Planning and Development Committees meet before the next regular Commission meeting in February to study and consider the use of Bookmobiles as a means of providing library service to outlying districts and report their findings to the Commission.

It is so ordered.

As the City Hall has been steam cleaned and the Auditorium is now in the process of being cleaned, the Commission discussed the advisability of steam cleaning and painting the exterior of the Main Library. The Chair directed the Secretary to obtain estimates for this work for presentation at the next regular meeting of the Commission. It is so ordered.

Commissioner Mohr posed the question of the safety of rare volumes and works of art in the Library Department in case of atomic attack. Commissioner Cuddy stated that this was an administrative matter and recommended that the Chair refer this question to the City Librarian for investigation and report. It is so recommended.

Commissioner Dettmering spoke on the use of Library facilities in case of expanded Selective Service activities during the present emergency.

On motion duly made, seconded and unanimously passed, the Librarian was instructed to make available space in the Main Library and Branches to the Selective Service Board, and further that the Secretary is to inform Major George Ferrill, District Director of Selective Service, of the Commission's action in this matter.

COMMUNICATIONS

From Eugene Riordan, Director of Property, re: lease of space in Library Annex to U. S. Government (Navy Dept.) Refer to minutes.

From Dodge A. Riedy, City Architect, re: Marina Branch Library preliminary plans. Refer to Planning & Development Committee.

From S. F. Council re: Possible inclusion of branch library in Sunset Community Project. Secretary directed to meet with Committee of Council to express Commission's decision in this matter and report his findings to the Commission.

From Volunteer Auxiliary of Youth Guidance Center re: thanks to Library Commission for establishing a library in Youth Center.
Place on file.

From District Public Works Office (12th Naval District) re: request permission to remove chains in Library driveway, and make use of area for loading and unloading Navy trucks.
Refer to Navy lease, and deny request.

From Eugene Riordan, Director of Property, re: Public Utilities Commission request for portion of Library Department property situated on n.w. corner of London Street and Russia Avenue for Municipal Railway purposes. Refer to Planning and Development Committee for investigation and report.

There being no further business to come before the Commission, the meeting was adjourned.

Secretary

January 23, 1951

Proceedings of the meeting of the Planning and Development Committee, held Tuesday, January 23, 1951, at 3:00 p.m. in the Commissioners' Room, Main Library.

Present: Commissioners Ames, Cuddy and Mohr. Absent: Commissioners Dettmering and McGill.

Chairman Cuddy presented drawings and specifications for furniture and fittings prepared by the firm of Hyman, Appleton and Wolford for the Parkside Branch Library.

On motion duly made, seconded and unanimously passed, the drawings and specifications for furniture and fittings prepared by the firm of Hyman, Appleton and Wolford for Parkside Branch were approved.

Commissioner Mohr informed the Committee that completion of the Potrero Branch Library is contemplated in early April, and a meeting will be held with the architectural firm of Pollack and Pope to discuss the interior color scheme as it pertains to flooring, walls and ceiling.

Commissioner Cuddy informed the Committee of a communication from the Director of Property requesting a certain portion of Library property situated on the s.w. corner of London Street and Russia Avenue for Municipal Railway purposes.

On motion duly made, seconded and unanimously passed, the Committee recommended to the Commission that as this entire unimproved parcel of land is necessary for a branch library to adequately serve the needs of the Excelsior District, that the Director of Property be informed that the Commission regretfully denied the request of the Public Utilities Commission (Municipal Railway).

Librarian Clarke informed the Committee that funds are available in the 1950-51 Budget for installation of fluorescent lights in the Main Reading Room.

On motion duly made, seconded and unanimously passed, the Secretary was directed to obtain plans and specifications and estimate of cost from the Bureau of Heat, Light and Power for submission to the Commission for its review and recommendation.

Chairman Cuddy spoke on the steam cleaning of public buildings in the Civic Center, and stated that an estimate has been obtained to steam clean and paint the Main Library building.

On motion duly made, seconded and unanimously passed, the Planning and Development Committee recommended to the Commission that a supplemental budget request be submitted to His Honor Mayor Elmer E. Robinson and the Honorable Board of Supervisors for the steam cleaning, calking and pointing-up and painting of the metal grill work, trim, etc. of the Main Library building, in the amount of $30,000. It is so recommended.

There being no further business to come before this Committee, the meeting was adjourned.

Secretary

JAN 23 1951

January 30, 1951

Proceedings of the special meeting of the Planning and Development and Library Operations Committees held Tuesday, January 30, 1951, at 3:30 p.m. in the Commissioners' Room, Main Library.

Present: Commissioners Cuddy, McGill, Markowitz, Mohr and La Place. Absent: Commissioners Ames, Dettmering and Graves.

Subject of the meeting--Discussion of the practicability of establishing bookmobile service in San Francisco.

Commissioner Mohr opened the discussion by describing on a topographical map of San Francisco the various districts which, because of natural barriers, etc. lack library service. These districts could be served by a bookmobile such as is now in operation in political jurisdictions of comparable size and topography.

Commissioner Markowitz followed the remarks of Commissioner Mohr by informing the Commission the approximate initial cost of said service, which would be about $25,000. This outlay would include a bookmobile to house 3,000 to 4,000 volumes, a driver and librarian, books, maintenance, etc.

Commissioner Cuddy presented his views and ideas on the subject, and recommended that this type of service be explored to the fullest extent by the entire Commission and that the information prepared for presentation at this meeting be brought up to date and distributed to the entire Commission for further study and report.

Commissioner Markowitz agreed with the remarks of Commissioner Cuddy, and recommended that this matter be laid over to a more propitious time.

It is so recommended.

There being no further business to come before the Committee, the meeting was adjourned.

Secretary

JAN 30 1951

February 6, 1951

Proceedings of the regular monthly mesting of the Library Commission held Tuesday, February 6, 1951 in the Commissionsrs' Room, Main Library.

The meeting was called to order at 4:00 p.m., Presidsnt Hart prssiding.

On roll call the following were notsd present: Commissioners Ames, Bresee, Cuddy, Dettmering, Graves, Hart, La Place, McGill, Markowitz, Mohr, Vayssie.

The minutes of the previous meeting were approvsd.

The report of the Secretary was approved and placed on file.

Librarian Clarks informed the Commission of progress being mads in the construction of the Parkside and Potrero Branch libraries and stated that landscaping will commence at the Parksids Library site in the very near future and he recommended to the Commission that a committee be appointed to plan for the formal dedication of the Parkside Library.

On motion of Commissioner Markowitz, seconded by Commissioner Mohr, the Chair was respectfully requested to appoint a committee of three Commissioners to formulate plans for the dedication of the Parkside Library.

Commissioner Dettmering moved and was seconded by Commissioner Vayssie that the original motion be amended to includs ths request that the Chair appoint Commissioner La Place as Chairman of the committee.

Unanimously approved.

The regular order of business was suspended with the introduction of Mrs. Jack Olsen and Mrs. Fred Huser representing the Kate Kennedy P. T. A.

Mrs. Olsen spoke on the need for library service in the 30th and Sanchez streets area, pointing out the fact that three large grammar schools and one high school are situated within a few blocks of this area and she requested, on behalf of the Kate Kennedy and Fairmont P. T. A.'s, that a library branch or station serve this neighborhood.

President Hart thanked the representatives of Kate Kennedy P.T.A. for their time and effort in appearing before the Commission, and referred the matter to the Planning and Development Committee for investigation and report.

The regular order of business was resumed.

Librarian Clarke spoke on the refurbishing of the Exhibit Room at the Main Library for Achenbach Print Exhibits, meetings, etc.

The Chair referred this matter to the Planning and Development Committee for further study and report.

LIBRARY OPERATIONS COMMITTEE

Commissioner Markowitz reported on the tabulation of bids received for the planting of trees and shrubs on the west, south and east sides of the Main Library building.

On motion duly made, seconded and unanimously passed, the proposed planting of trees and shrubs around the Main Library was tabled until the June meeting of the Library Commission.

Commissioner Markowitz moved that the Library Operations and Planning and Development Committees report on the use of bookmobile service in San Francisco be laid over until a more propitious time; and further that the information studied by the joint committee be brought up to date, including the separation of the initial cost and cost of normal operation, and that said information be distributed to the entire Commission for further study and recommendation.

It is so ordsred.

FEB 6 1951

BUILDINGS, MAINTENANCE AND OPERATION COMMITTEE

Commissioner Mohr reported on an estimate received for the steam cleaning of the Main Library to conform in appearance with the City Hall and Auditorium.

On motion duly made, seconded and unanimously passed, a supplemental budget estimate in the amount of $35,000 be requested from His Honor Mayor Elmer E. Robinson and the Honorable Board of Supervisors to steam clean, point-up stone work, calk, paint iron and wood trim and repair or replace sash work at the Main Library building.

It is so ordered.

Commissioner Mohr referred to a communication from Mr. Eugene Riordan, Director of Property, regarding the extension of a lease for a term of one year at 4465 Mission Street (Excelsior Branch) for public library purposes.

On motion duly made, seconded and unanimously passed, the following resolution was adopted:

RESOLUTION NO. 66

Resolved that the Library Commission authorize the extension for a period of one year that certain lease between Louis and Tosca Donati and the City and County of San Francisco covering ground floor space in that certain building known as 4465 Mission Street (Excelsior Branch Library) San Francisco, California beginning April 1, 1951 at a rental of $175.00 per month.

Commissioner Cuddy informed the Commission of the committee's recommendation regarding the request of the Public Utilities Commission to use a certain portion of unimproved Library property in the Excelsior District.

On motion duly made, seconded and unanimously passed it was recommended that as this entire parcel of land is necessary for branch library purposes, the Director of Property be directed to inform the Public Utilities Commission that the Commission regretfully denied its request.

Commissioner Mohr referred to a communication from Dodge A. Riedy, City Architect, regarding a modification in the construction of the Potrero Branch Library and submitted the following resolution:

RESOLUTION NO. 58

Resolved that modification No. 1 of the contract for the construction of the Potrero Branch Library be approved in the amount of $2,986.45 for the following work: Furnish the necessary labor and material to do the following work which is required to lower the foundations of the Potrero Branch Library through loose soil to solid undisturbed ground; provide the necessary concrete and forms to increase these foundations.

On motion duly made, seconded, and unanimously passed, the foregoing resolution was adopted.

Commissioner Mohr concluded her remarks by stating that the kitchen area in the Potrero Branch Library will be altered to conform to City Ordinances, and Modification #2 will be presented to the Commission for its approval.

Commissioner Cuddy recommended that the money provided for Parkside Branch rental be retained in the 1951-52 budget and that said sum be allotted for the rental of quarters for library purposes in a district to be determined by the Commission.

The Chair referred this matter to the Planning and Development Committee for investigation and report.

COMMITTEE ON FINANCE & AUDIT

Commissioner Graves moved and Commissioner Bresee seconded that the Commission approve the list of expenditures for January and estimated expenditures for February as follows:

Salaries	$46201.54
Contractual Services & Repairs to Pub. Bldgs.	385.65
Gas and Electricity	1700.00
Binding	5048.55
Material & Supplies	415.54
Books & Binding Mat.	5170.72
Equipment	12000.00
Fixed Charges	695.00
Retirement Allowances	4600.00
Window Washing	913.74
Repairs to Auto Equip.	-0-
Telephone & Telegraph	120.00
Fuels and Oil	365.35
	$77616.09

Salaries	$48000.00
Contractual Services	1500.00
Gas& Electricity	1600.00
Material & Supplies	500.00
Books & Binding Mat.	6000.00
Equipment	6000.00
Fixed Charges	700.00
Retirement Allowances	4600.00
Window Washing	212.00
Telephone & Telegraph	120.00
Fuels and Oil	150.00
	$69382.00

Commissioner Graves moved, and Commissioner La Place seconded that the Commission approve the list of books on economic and political subjects in the amount of $950.24, as prepared by the Librarian, be purchased from the Fuhrman Bequest Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner Vayssie seconded that the Commission approve the list of books on Californiana, in the amount of $650 as submitted by the Librarian, be purchased from the Phelan Bequest Fund.

Unanimously approved.

On motion duly made, seconded and unanimously passed, the following resolution was adopted:

RESOLUTION NO. 59

Resolved that an additional allotment be issued in the amount of $1,600.00 to purchase the equipment needed for the newly opened Registration Office and Book Return Division on the first floor of the Main Library.

On motion duly made, seconded and unanimously passed, the following resolution was adopted:

RESOLUTION NO. 60

Resolved that an additional allotment be issued in the amount of $16,236.00 to purchase furniture and furnishings for the proposed Parkside and Potrero Branch Libraries as provided in the 1950-51 budget.

FEB 6 1951

On motion duly made, seconded and unanimously passed, the following resolution was adopted:

RESOLUTION NO. 61

Resolved that an additional Work Order in the amount of $450.00 be issued to the Retirement System to cover additional charges for Compensation Insurance for the period January 1, 1951 to June 30, 1951 due to the recurrance of the injury of Miss Irma Andreasen.

On motion duly made, seconded and unanimously passed, the following resolution was adopted:

RESOLUTION NO. 62

Resolved that a Departmental Work Order in the amount of $1,560.00 be issued to cover Job Estimate No. 1773 from the Department of Public Works covering alterations to the second floor area to provide additional office space as directed by the City Librarian.

On motion duly made, seconded and unanimously passsd, the following resolution was adopted:

RESOLUTION NO. 63

Resolved that a Supplemental Appropriation Ordinance be submitted to the Controller to provide additional employments for the newly constructed Parkside and Potrero branches for the balance of the fiscal year 1950-51.

On motion duly made, seconded and unanimously passed, ths following resolution was adopted:

RESOLUTION NO. 64

Resolved that a Supplemental Appropriation Ordinance bs submitted to the Mayor to provide an additional amount in the Revolving Fund to bring the total to $1,000. instead of the present $500. and to transfer this money from the surplus sxisting in the Retirement Allowance.

On motion duly made, seconded and unanimously passsd, the following resolution was adopted:

RESOLUTION NO. 65

Resolved that the Controller be requested to transfer ths amount of $1,000. from the surplus existing in the Retirement Allowance to the credit of Compensation Insurance to provide funds for the hospitalization for two of our employees, hurt on duty, Miss Irma Andreasen, X20 Head Librarian and John Griffin, C104 Janitor.

On motion duly made, seconded and unanimously passed, the following resolution was adopted:

RESOLUTION NO. 67

Resolved that an additional Departmental Work Order in the amount of $1,000. be issued to the Department of Public Works to cover miscellaneous repairs to the Main Library and branches for the period January 1, 1951 to March 31, 1951.

On motion duly made, seconded and unanimously passed, the following resolution was adopted:

RESOLUTION NO. 68

Resolved that an Departmental Work Order in the amount of $1,970. be issued to the Department of Public Works to make and install approx. 120 feet library shelving for the first floor Reading Room at the Main Public Library as per Job Estimate #1795.

FEB 6 1951

On motion duly made, seconded and unanimously passed, the following resolution was adopted:

RESOLUTION NO. 69

Resolved that a rsquest for an additional allotment of $3,700. be requested from ths Controller in the Contractual Services appropriation to cover additional repairs to the Main Library and branches and alterations to our first and second floors of the Main Library as per Work Orders No. 37, 39 and 40 in the total amount of $4,530.00.

Commissioner Graves concluded his report by informing the Commission that in conformity with Section 66 of the Charter, an audit has been made of the financial transactions of the Library Department during the time that Russell Powell held ths position of Secretary (July 1, 1949 to March 31, 1950) and recommended that the Commission accept the report prepared by the Controllsr.

It is so rscommended.

Librarian Clarke referred to the early completion of the Parkside and Potrero branch libraries and recommended that the Commission request from His Honor Mayor Elmer E. Robinson and ths Honorable Board of Supervisors, a supplemental appropriation from ths surplus existing in the Compensation Reserve to provids additional employments to manh these branches.

It is so recommended.

COMMUNICATIONS

From Russ Building Company re: relocation of Business branch to Room 1129 from Room 629. Refer to City Librarian.

From George R. Ferrill re: appreciation to the Library Commission extending the use of Public Library space in event of Selective Service expansion. Place on file.

From S. F. Council Camp Fire Girls re: use of basement room at Bernal Branch Library for meetings on occasional Wsdnesday mornings.

Approve request with certain stipulations as to length of occupancy and responsibility in case of accident or injury.

From Luther H. Evans, Librarian of Congress re: appreciation for thoughtful message on the occasion of the sesquicentennial anniversary of Library of Congress. Place on file.

From Mr. Robert C. Grubb re: appreciation regarding Librarian Stuart M. Boland's talk on Sunday, January 28, 1951 in the Assembly Room, Main Library. Place on file.

From Mr. Nat Schmulowitz re: additional gift of books on Wit and Humor and two idols representing jesters who were membsrs of the Royal Court during the Aztec or Toltec civilization.

Accept with thanks gift of books and idols for inclusion in the Wit and Humor collection.

From S. F. Youth Council re: Library service in outer Sunset Dist.

Inform S. F. Youth Council that this matter has been referred to the Planning and Development Committee for investigation and report.

There being no further basiness to come before ths Commission, the meeting was adjourned.

Secretary

February 21, 1951

Proceedings of the special meeting of the Potrero Dedication Committee held Wednesday, February 21, 1951 at 5:30 p.m. in the Commissioners' Room, Main Library.

Present - Commissioners Ames, Bresee, Dettmering, Markowitz, Librarian Clarke.

Subject of the meeting - Cooperation of the Commission with Potrero Boosters Association in the dedication of Potrero Branch Library.

Commissioner Dettmering opened the meeting by discussing tentative plans for the Dedication of the Potrero Library. These include program of the day, use of Municipal Band, arrangement for speakers' platform, printing of invitations and programs, etc. He concluded his remarks by recommending that the Library Commission lend every assistance to the Potrero Boosters Association to make this affair an outstanding civic success.

Librarian Clarke suggested that when plans for the Dedication are formalized, the Committee wait upon His Honor Mayor Elmer E. Robinson to discuss this matter with him, and to set a time and date for the Dedication.

Commissioner Dettmering recommended that the Library Department defray the cost of printing announcements and programs for this occasion and assist the Potrero Boosters Association in publicizing this event throughout the city.

It is so recommended.

Commissioner Dettmering concluded the meeting by recommending that the Library Department secure the services of the Municipal Band as well as a speakers' platform for this event.

It is so recommended.

There being no further business to come before the Committee, the meeting was adjourned.

Secretary

FF 21 1951

Proceedings of the regular meeting of the Library Commission held Tuesday, March 6, 1951 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m. In the absence of President Hart, Vice President McGill presided.

On roll call the following were noted present: Commissioners Ames, Bresee, Cuddy, Dettmering, Graves, La Place, McGill, Markowitz, Vayssie. Absent: Commissioner Mohr, due to illness, and Commissioner Hart.

The minutes of the previous meeting were approved.

The report of the Secretary was approved and placed on file.

The Librarian, in his report to the Commission, stated that the Library Department's Budget for 1951-52, approved as to form by the Controller, has been transmitted to His Honor Mayor Elmer E. Robinson for his review and recommendations.

The Chair, on recommendation of the Librarian, and in accord with past practice, directed the members of the Commission as a committee of the whole to wait upon the Mayor at the time of the Library Department's Budget hearing. It was so ordered.

The City Librarian reported to the Commission that in accord with latest information, construction, installation of furniture and furnishings, etc. at the Potrero and Parkside Branch Libraries will be completed about June 1, 1951. The Librarian concluded his remarks by calling to the attention of the Commission the extensive landscaping of the grounds surrounding the Parkside Library, now in progress, and the problem of maintenance after this project is completed.

On motion of Commissioner Cuddy, seconded by Commissioner Ames, the question of proper maintenance was held in abeyance for further investigation and report. It was so ordered.

LIBRARY OPERATIONS COMMITTEE

Commissioner Markowitz spoke on the lease agreement between the City and County of San Francisco (Library Department) and the United States of America (Navy Department) for certain space in the Library Annex, 45 Hyde Street.

On motion duly made, seconded and unanimously passed, the following resolution was adopted:

RESOLUTION #74

RESOLVED That Acting President Ralph J. McGill, on behalf of the Library Commission approve the lease agreement, between the City and County of San Francisco and the United States of America, more particularly described as all the usable space on the ground floor of the Library Annex, located at 45 Hyde Street, approximately 7500 square feet of space, for Navy purposes, beginning January 1, 1951 and ending June 30, 1951, with an option to renew for four additional years at a rental of $4500 per annum.

Commissioner Markowitz informed the Commission that the Business Branch of the Library has been moved from the sixth to the eleventh floor of the Russ Building, and on motion duly made, seconded and unanimously passed, the following resolution was adopted:

RESOLUTION #77

RESOLVED That the Library Commission express its appreciation for the fine cooperation and generous assistance extended by the Russ Building Company in making the change of the Business Branch Library from the sixth to the eleventh floor of the Russ Building possible; and further

RESOLVED That this resolution of appreciation be spread upon the minutes and a suitable copy directed to the attention of the Russ Building Company.

BUILDINGS, MAINTENANCE & OPERATION COMMITTEE

In ths absence of Commissioner Mohr, Commissioner Cuddy prssented the following rssolution:

RESOLUTION NO. 78

RESOLVED That Modification Numbsrs 574 and 575 of the contract for ths construction of Potrero Branch Library, be approved in the amount of $1244 and $86.25 respectively for the following work: Furnish all labor, materials and equipment as shown on Sheet A3, to provide cooking and food storage facilities in kitchen; and furnish all labor and materials necessary to furnish and install complste 25 Holophane No. R-1774 lighting fixtures in lieu of 25 Holophane No. R-1772 lighting fixtures to conform to City Electrical Ordinances for this type of installation.

On motion duly made, seconded and unanimously passed, the foregoing resolution was adoptsd.

PLANNING & DEVELOPMENT COMMITTEE

Commissioner Cuddy referred to a meeting with Mrs. Olsen, President of Kate Kennedy P.T.A. and the Library Commission, regarding Library service in the vicinity of 30th and Sanchez Streets, and he stated that Kate Kennedy, Fairmount and St. Paul's Parent-Teachers Associations are formulating plans to obtain suitable quarters for a small station or branch library. Commissioner Cuddy concluded his report by stating that Mrs. Olsen will contact the Librarian and members of the Planning and Development Committee to assist the Parent-Teachsrs Association in this district in the development of a workable plan for library service in this area.

FINANCE & AUDIT COMMITTEE

Commissioner Graves moved and Commissioner Bresee seconded that the Commission approve the list of expenditures for Fsbruary and estimated expenditures for March as follows:

	Expended Fsb. 1951	Est. March 1951
Salaries	$45620.47	$48000.00
Contractual Services & Repairs to Public Bldgs.	5448.93	3000.00
Gas and Electricity	1700.00	1700.00
Material & Supplies	510.76	500.00
Books & Binding Material	11155.44	7500.00
Equipment	5000.00	2500.00
Fixed Charges	1695.00	720.00
Retiremsnt Allowance	4600.00	4600.00
Window Washing	212.00	210.00
Telephone & Telegraph	120.00	120.00
Fuels and Oil	65.00	150.00
	$76127.60	$69000.00

Commissioner Graves moved and Commissioner La Place seconded that the Commission approve the list of books on economic and political subjects in the amount of $150.75, as prepared by the Librarian, be purchased from the Fuhrman Bequest Fund.

Unanimously approved.

Commissioner Graves moved and Commissionsr Bresee seconded that the Commission approve ths list of Books on journalism, in the amount of $5.40, as submitted by the Librarian, be purchased from the Edward T. Leech Memorial Fund.

Unanimously apprøved.

Commissioner Graves moved and Commissioner Mayssie seconded that the Commission approve the list of books on Latin America, in the amount of $10.35, as submitted by the Librarian, be purchased from the Latin American Society, Inc. Book Fund.

Unanimously apprøved.

C Commissioner Graves moved and Commissioner Dettmering seconded that the Commission approve the list of books on Californiana, in the amount of $55.00, as submitted by the Librarian, be purchased from the Phelan Bequest Fund. Unanimously approved.

On motion duly made, seconded and unanimously passed, the following resolution was adopted:

RESOLUTION #70

RESOLVED That a Departmental Work Order in the amount of $1,000 be issued to the Department of Public Works for miscellaneous repair to the Main Library and branches for the period from April 1-June 30.

On motion duly made, seconded and unanimously passed, the following resolution was adopted:

RESOLUTION #71

RESOLVED That a Departmental Work Order in the amount of $1,400 be issued to the Department of Public Works for the services of a painter for the Main Library for the quarter from April 1-June 30.

On motion duly made, seconded and unanimously passed, the following resolution was adopted:

RESOLUTION #72

RESOLVED That an additional Work Order in the amount of $1,000 be issued to the Retirement System to cover estimated charges of compensation insurance and hospitalization for Miss Irma Andreasen and John Griffin for the period ending June 30, 1951.

RESOLUTION #73

RESOLVED That a Departmental Work Order in the amount of $230 be issued to the Department of Public Works to cover removal of linoleum, clean floors and lay asphalt floor in the former Registration Office at the Main Library as per Job Estimate #1862.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Dettmering reported that City Librarian L. J. Clarke has been summoned to two district meetings of the California Library Association and he presented the following resolution:

RESOLUTION #75

RESOLVED That City Librarian L. J. Clarke, as President of the California Library Association during 1951, be permitted to attend the Yosemite District meeting at Hanford, March 30-31, and the Southern District meeting at San Diego, April 6-7, 1951 of the California Library Association; and be it

FURTHER RESOLVED That traveling expenses incurred be paid by city funds in accordance with Ordinance #4942, Series 1939, adopted April 5, 1948.

On motion duly made, seconded and unanimously passed, the foregoing resolution was adopted.

Commissioner Dettmering concluded his report by reading a communication from Versa Cullen, Secretary San Francisco Library Staff Association, regarding the matter of sending a staff delegate to the annual convention of the American Library Association in Chicago, July 8-14, 1951.

On motion duly made, seconded and unanimously passed, the following resolution was adopted:

RESOLUTION #76

RESOLVED That a member of the San Francisco Public Library Staff Association be permitted to attend the annual convention of the American Library Association to be held July 8-14 in Chicago, as a delegate from the San Francisco Public Library; and be it

FURTHER RESOLVED That traveling expenses incurred be paid from by city funds in accordance with Ordinance #4942, Series 1939, adopted April 15, 1948.

PARKSIDE LIBRARY DEDICATION

Chairman La Place spoke on a committee meeting held at 3:30 pm Tuesday, March 6, 1951 to outline tentative plans for formal dedication of the Parkside Branch Library, and she stated that the committee will formalize its plans in the near future and present its recommendation to the Commission for approval.

POTRERO LIBRARY DEDICATION

Chairman Dettmering spoke on a meeting held by his committee on February 21, 1951 and he recommended that the Library Department finance the invitations and programs for this occasion and assist the Potrero Boosters and Merchants Association in the final plans for this dedication. Commissioner Dettmering stated that his committee will endeavor to obtain the services of the Municipal Band for this occasion.

NEW BUSINESS

The election of officers for the ensuing year was declared in order by the Chair.

Nominations for President were declared in order and on motion of Commissioner Dettmering, seconded by Commissioner Ames, Commissioner Hart was nominated and unanimously re-elected.

Nominations for Vice President were declared in order and on motion of Commissioner Cuddy, seconded by Commissioner Vayssie, Commissioner McGill was nominated and unanimously re-elected.

Nominations for Second Vice President were declared in order and on motion of Commissioner La Place, seconded by Commissioner Brssee, Commissioner Markowitz was nominated and unanimously re-elected.

COMMUNICATIONS

From Hebrew Nursing Homs - Letter of thanks for books donated.

From Chinese American Citizens Alliance re: use of lavatory facilities for patrons of North Beach Branch Library. The Chair referred this matter to the City Librarian and Commissioner Markowitz, Chairman of the Library Operations Committee for investigation and report.

From Henry George School of Social Scisnce re: use of Commissioners' room on evening of Wednesday, April 11, 1951.

Acknowledge and approve.

There bsing no further business to come before the Commission, the meeting was adjourned to April 10, 1951.

Secretary

Proceedings of the adjourned meeting of the Library Commission held Tuesday, April 17, 1951 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Hart presiding.

On roll call the following were noted present: Commissioners Ames, Bresee, Cuddy, Dettmering, Graves, Hart, McGill, Markowitz, Mohr and Vayssie. Absent: Commissioner La Place, due to illness.

The minutes of the previous meeting were approved.

The report of the Secretary was approved and placed on file.

The Librarian stated in his report that His Honor Mayor Elmer E. Robinson recommended a budget amounting to $1,072,050 to the Board of Supervisors. This reflects a decrease of $200,370 in the Library Commission's 1951-52 Budget request.

The breakdown is as follows:

	1950-51	Commission's Request	Mayor's Recommendation
Permanent Salaries	$461,623	$569,661	$519,272
Temporary Salaries	3,000	5,000	5,000
Wages	153,384	156,796	156,796
Overtime Allowance	500	1,000	500
Contractual Services	54,500	67,500	54,460
Binding	45,000	50,000	45,000
Heat, Light and Power	19,000	20,500	19,000
Material & Supplies	15,000	20,000	15,900
Books & Bindery Material	103,500	150,000	130,000
Equipment	23,200	17,000	16,700
Conveyer System		25,000	-0-
Newspaper-Periodical (Room Renovations)		15,000	-0-
Fixed Charges	8,225	8,275	8,275
Retirement Allowance	55,075	61,688	56,147
Lighting		5,000	-0-
Capital Improvements	125,000	100,000	45,000
Building & Imprvmnts Unallocated			
Land-North Beach Branch	15,000	-0-	-0-
	$1,082,007	$1,272,420	$1,072,050

The Librarian informed the Commission that a supplemental Budget Request for one head librarian for the Parkside Branch Library; one senior librarian for the Potrero Branch Library, and one janitor for the Parkside and West Portal Branch Libraries, have been approved by the Mayor and Board of Supervisors.

On motion duly made, seconded and unanimously approved the following Supplemental Budget Request was adopted for submission to the Mayor and Board of Supervisors for inclusion in the Library Department's Budget for 1951-52:

Steam Cleaning and painting exterior of Main Library	$35,000
1 - C104 Janitor for Parkside and West Portal Branches (This position already approved, but not included in 1951-52 Budget Request)	2,640
Increase in Heat, Light & Power	350
" " Pensions & Retirement Allowance	6,073
" " Wages for P.T. Librarians and Pages in accord with Salary Standardization	27,500
Credit of rentals from 45 Hyde Street to Capital Improvement Fund	4,500
TOTAL SUPPLEMENTAL BUDGET REQUEST	$76,063

The Librarian stated that Parkside and Potrero Branch Libraries will be completed by May 15, 1951, and before formal dedication it will be necessary to close the present Parkside and Potrero Branch quarters for at least a week to take care of the shifting of books, etc. to the new quarters.

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The Librarian informed the Commission that Mr. Moore S. Achenbach will lecture on the "History of Graphic Arts" in the Assembly Room on Thursday evening, April 19, 1951. In conjunction with this lecture, and in cooperation with the California Palace of the Legion of Honor, a print exhibit will be opened in the Exhibit Room on the same evening and will continue during the months of April and May.

The Librarian concluded his report by informing the Commission of his attendance at two Southern California District Meetings of the California Library Association, and his inspection of the Fuhrman Estate oil properties in Kern County, leased to the Bishop Oil Company of California.

LIBRARY OPERATIONS COMMITTEE

Commissioner Markowitz presented a clipping from the Christian Science Monitor pertaining to the use of bookmobiles in the Chicago area, and he requested the Librarian to ascertain from the Chicago Public Library the public reaction, initial cost, annual upkeep, etc. for ultimate consideration of the special committee on bookmobiles.

It was so ordered.

Commissioner Markowitz concluded his report by recommending the installation of models of the Parkside and Potrero Branch Libraries in the exhibit window at the Business Branch Library, in the Russ Building for the information of library patrons and the public at large.

It was so recommended.

BUILDINGS, MAINTENANCE AND OPERATION COMMITTEE

Commissioner Mohr discussed minor changes contemplated in the construction of the Potrero Branch Library, and on motion duly made, seconded and unanimously passed, the following resolutions were adopted:

RESOLUTION #80

RESOLVED That a modification of the contract for the construction of the Potrero Branch Library be approved in the amount of $192.95 to furnish and install copper vents and grills to provide ventilation to otherwise enclosed areas.

RESOLUTION #81

RESOLVED That a modification of the contract for the construction of the Potrero Branch Library be approved in the amount of $194.70 to furnish and install one magazine rack as shown on Drawing A-5.

Chairman Mohr informed the Commission that Miss Mabel Gillis, State Librarian for the past twenty-seven years, will retire on June 30, 1951, and she presented the following resolution of commendation:

Commending

MABEL R. GILLIS

WHEREAS the Library Commission has learned with a deep sense of civic loss that Mabel R. Gillis, State Librarian, is about to retire after forty-seven years of faithful and loyal service, and

WHEREAS under her direction the State Library has grown from a humble beginning into one of the great libraries of the West, and

WHEREAS her close association with the public libraries of this State, as president of the California Library Association in nineteen twenty-nine, and president of the National Association of State Libraries in nineteen thirty-five, has brought great renown to the State of California; now, therefore be it

RESOLVED That this expression of affection for her long devoted and faithful service to the State Library in particular and the City and County Libraries of the State of California in general, be spread upon the minutes and a suitably engrossed copy be presented to Mabel R. Gillis as a token of the high esteem and regard in which she is held by the Library Commission, City Librarian and members of the staff of the San Francisco Public Library; with the expressed wish that she may enjoy many years of happiness and success in her well-earned retirement.

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It was so ordered.

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It was so recommended.

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Commissioner Mohr concluded her report by announcing Public Library Week, May 21-26, 1951, and she stated that information as to program, publicity, etc. will be sent to all Commissioners shortly.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Cuddy stated that the National Production Authority has granted permission to construct the Marina Branch Library as this is not a community building within the meaning of N.P.A. Order M4.

In reference to the construction of this proposed branch library, Commissioner Cuddy informed the Commission of meetings held with Mr. Harvey Teller, Superintendent of the Park-Recreation Department, and Mr. McCarthy, Chairman of the Architect's Committee of the Art Commission. Commissioner Cuddy recommended that the architectural firm of Kent and Haas prepare additional preliminary sketches of this project for the Commission for its study and subsequent submission to the Park-Recreation and Art Commissions respectively for their review and recommendation. It was so recommended.

FINANCE, AUDIT AND BUDGET

Commissioner Graves moved and Commissioner Markowitz seconded that the Commission approve the list of expenditures for March and estimated expenditures for April as follows:

	Expended March 1951	Est. Expend. April 1951
Salaries	$48,254.80	$48,000.00
Contractual Services & Repairs to Public Bldgs.	3,144.85	1,500.00
Gas & Electricity	1,700.00	1,700.00
Material & Supplies	390.18	500.00
Books & Binding Material	10,464.38	8,500.00
Equipment	45.61	-0-
Fixed Charges	545.00	545.00
Retirement Allowances	4,600.00	4,600.00
Window Washing	212.00	212.00
Telephone & Telegraph	120.00	120.00
Fuels & Oil	65.00	350.00
	$75,567.14	$66,027.00

Commissioner Graves moved and Commissioner Ames seconded that the following resolution be approved:

RESOLUTION #79

RESOLVED That a Departmental Work Order in the amount of $15,000 be issued to the Bureau of Light, Heat and Power of the Public Utilities Commission for the installation of new lighting fixtures in the Main Reading Room, Main Library. This includes the installation of two new lighting panels and new panel feeder wiring.
Unanimously approved.

Commissioner Graves moved and Commissioner Bresee seconded that the Commission approve the list of books on economic and political subjects in the amount of $378.28, as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund. Unanimously approved.

Commissioner Graves moved and Commissioner McGill seconded that the Commission approve the list of books on Californiana in the amount of $20.60, as submitted by the Librarian, be purchased from the Phelan Bequest Fund. Unanimously approved.

Commissioner Graves moved and Commissioner Mohr seconded that the list of books on journalism, in the amount of $17.55, as submitted by the Librarian, be purchased from the Edward T. Leech Memorial Fund.
Unanimously approved.

WELFARE OF EMPLOYEES

Commissioner Dettmering informed the Commission that City Librarian L. J. Clarke, as President of the California Library Association, has been summoned to the Shasta and Redwood District meetings of the C. L. A. and he presented the following resolution:

RESOLUTION #83

RESOLVED That City Librarian L. J. Clarke, as President of the California Library Association during 1951, be permitted to attend the Shasta District meeting at Chico, May 4-5, 1951, and the Redwood District meeting at Eureka, May 11-12, of the California Library Association; and be it

FURTHER RESOLVED That traveling expenses incurred be paid by city funds in accordance with Ordinance 4942, Series 1939, adopted April 15, 1948.

On motion duly made, seconded and unanimously passed, the foregoing resolution was adopted.

PUBLIC RELATIONS AND PROMOTION COMMITTEE

Commissioner Ames reported that the Pan-American Society, on Pan-American Day, April 12, 1951, presented to the Library Department a check in the amount of $100 to purchase books on Latin America.

Commissioner Ames moved, and Commissioner McGill seconded that the following resolution be adopted:

RESOLUTION #82

WHEREAS the Pan-American Society, in celebration of Pan-American Day, April 12, 1951, presented to the San Francisco Public Library, as a gift, a check in the amount of $100 for the purchase of books on or relating to Latin America; and

WHEREAS the Public Library Commission has signified its desire to accept said gift; now, therefore be it

RESOLVED that the Board of Supervisors of the City and County of San Francisco be respectfully requested to accept for and on behalf of the City and County of San Francisco, and subject to administration by the San Francisco Public Library, said sum of $100; and be it

FURTHER RESOLVED That said $100 be deposited with the Treasurer of the City and County of San Francisco in the Pan-American Society, Inc. Book Fund to be used for the purchase of books on or relating to Latin America. Unanimously approved.

Commissioner Ames concluded his report by informing the Commission of Commissioner Mohr's active role in addressing civic, religious and fraternal groups throughout the City and County of San Francisco, bringing to their attention the services and workings of the San Francisco Public Library, and its cultural and educational influence upon the community.

On motion of Commissioner McGill, seconded by Commissioner Vayssie, the following resolution was approved:

RESOLVED That the name of Commissioner Mohr be forwarded to the committee on Trustee Citation of the California Library Association, with the recommendation that she be given serious consideration for this year's award at the California Library Association's 53d Annual Convention, to be held in San Francisco.

COMMUNICATIONS

From Art Commission re: Ammendments to Section 4 of Rules & Regulations for conduct of business of Art Commission. Place on file.

From Art Commission re: Marina Branch Library. Refer to Planning & Development Committee.

From Russ Building Company re: Resolution of appreciation received from Library Commission re Business Branch Library. Place on file.

From Automatic Merchandising Company re: Permission to install cigarette vending machine at Library Annex, 45 Hyde Street. Refer to Commissioner Ames for study & report.

From S. F. Disaster Council re: Registering of city-owned automobiles for civil defense. Acknowledge and place on file.

From Great Books Committee re: Report of activity of Great Books

movement in San Francisco. Place on file.

From Al's Food Mart re: Library in Outer Sunset District; and From Crocker Amazon Improvement Association re: Library service in that area. Acknowledge and refer to Planning and Development Committee.

From Women's Chamber of Commerce: Invitation to Library Commission to attend Spring Civic Luncheon. Place on file.

From Director of Property re: Notice of sale of city land (Fuhrman Bequest) to Arthur Slavienski for $4100. Place on file.

From Adolph Kessler re: Complaint on change in location and size of Newspaper Room. Acknowledge and place on file.

From San Francisco Public Library Staff Association re: Thanks for Commission approval to send a delegate to attend annual convention of the American Library Association in Chicago, July 8-14, 1951.

Place on file.

From S. F. Police Department: Supplementary investigation report of robbery at Main Library, March 30, 1951.

Place on file.

There being no further business to come before the Commission, the meeting was adjourned.

Secretary

May 1, 1951

Proceedings of ths regular meeting of the Library Commission held Tuesday, May 1, 1951 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Hart presiding.

On roll call the following wers noted present: Commissionsrs Ames, Bresee, Cuddy, Dettmering, Graves, Hart, La Place, McGill, Markowitz, Mohr and Vayssie.

The minutes of the previous meeting were approved.

The report of the Secretary was approved and placed on fils.

The regular order of business was suspended to hear Mr. Eugene J. Riordan, Director of Property and Mr. A. O. Olsen, Manager-Chief Engineer, Hetch Hetchy Division, Public Utilities Commission. Mr. Riordan stated that a previous request to the Library Commission from the Public Utilities Commission, to purchase a portion of Library Department property situated at the S.E. corner of London and Russia streets was denied, but he desired to make another request on behalf of the Public Utilities Commission to obtain a rear section, 20' x 50' for Municipal Railway use as a rectifier station.

Mr. Olsen supplemented Mr. Riordan's remarks by stating that the Municipal Railway requires a rectifier station as close to this location as possible and upon investigation he found property either unobtainable or too expensive for this installation.

Mr. Riordan and Mr. Olsen thanked the Commission for its time and interest in this matter, and asked to be excused.

The Chair reopened ths question of sale of a portion of Library Department property for general discussion and on motion of Commissioner Cuddy, seconded by Commissioner La Place, the following resolution was adopted:

RESOLVED: That the Library Commission authorizs the Planning and Development Committee to proceed to negotiate with the Rsal Estate Dspartment for relinquishment of property now owned by the Library Department, situated at the S. E. Corner of London and Russia, in its entirety, for proper credit to the Library Department's Land Fund, in an amount equal to the pressnt market value, and be it

FURTHER RESOLVED that it is the intent of the Library Commission in this resolution to give the Planning and Development Committee power to act in this matter of Library Department property situated at the S. E. corner of London and Russia strests.

Unanimously approved.

The City Librarian, in his report to the Commission, stated that construction on the Potrero and Parkside branches libraries will be completed about May 16, and the installing of books, furniture and furnishings will take approximately a month from that date.

The Librarian concluded his report by suggesting that June 10 or 17 be set aside for formal dedication of the Parkside Branch Library.

The Chair referred this matter to Commissioner La Place, Chairman of the Parkside Dedication Committee, for further investigation and report.

LIBRARY OPERATIONS COMMITTEE

Commissioner Markowitz referred to a proposed oil and gas lease on Fuhrman Estate land in Kern County, prepared by the Director of Property. Public bids will be taken and opened on May 15, 1951. Upon receipt of the successful bid, the Director

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of Property will request the Park-Recreation and Library Commission for concurrence in this matter.

Commissioner Markowitz concluded his report by referring to a communication from Mr. Yung, President, Chiness-American Alliance, regarding the uss of lavatory facilities for patrons at the North Beach Branch Library. Commissioner Markowitz, Librarian Clarke and Mr. Yung met to discuss this matter, and Mr. Yung was assured that the Library Department will cooperate to the fullest extent in accommodating the patrons of this branch.

BUILDINGS, MAINTENANCE AND OPERATION

Commissioner Mohr spoke on Public Library Week, May 20-26, 1951. Events during this Week will include a proclamation by His Honor, Mayor Elmer E. Robinson. A "Friends of Libraries" meeting will be held on Monday evening, May 21, 1951, in the Assembly Room, with Mr. Samuel J. Hume, Specialist on Art and the Theatre, as the principal speaker, and Miss Mabel Gillis, State Librarian, honored guest. Other events will include branch library participation programs, window displays, book marks, radio and television programs and newspaper publicity.

The Chair appointed Commissioner La Place as chairman of the Reception Committee for the "Friends of Libraries" meeting, Monday, May 21.

COMMITTEE ON FINANCE & AUDIT

Commissioner Graves moved, and Commissioner Dettmering seconded that the Commission approve the list of expenditures for April and estimated expenditures for May as follow:

	Expended April 1951	Estimated Expenditures May 1951
Salaries	$48527.54	$48000.00
Contractual Services and Repairs to Public Bldgs.	1230.15	2400.00
Binding	6894.21	5000.00
Gas and Electricity	1700.00	1700.00
Material and Supplies	691.51	700.00
Books and Binding Materials	9066.61	10000.00
Equipment	-0-	500.00
Fixed Charges	545.00	545.00
Retirement Allowance	4600.00	4600.00
Window Washing	212.00	212.00
Telephone and Telegraph	120.00	120.00
Fuel and Oil	65.00	350.00
	$73652.02	$74127.00

MOVED
Commissioner Graves and Commissioner Ames seconded that the Commission approve the list of books on economic and political subjects in the amount of $364.72 be purchased from the Fuhrman Bequest Fund.

On motion duly made, seconded and unanimously passed, the following resolution was adopted:

RESOLUTION NO. 84

Resolved that the Controller be requested to transfer the sum of $1200.00 from the surplus existing in the Retirement Allowances appropriation to the credit of Compensation Insurance to cover the hospitalization, operation and compensation benefits to Miss Irma Andreasen and Mr. John Griffin to June 30, 1951.

On motion duly made, seconded and unanimously passed, the following resolution was adopted:

RESOLUTION NO. 85

Resolved that a Departmental Work Order in the amount of $1000. be issued to the Retirement System to cover the compensation insurance charges for the period ending June 30, 1951.

On motion duly made, seconded and unanimously passed, the following resolution was adopted:

RESOLUTION NO. 86

Resolved that a Departmental Work Order in the amount of $500. be issued to the Department of Public Works to cover additional miscellaneous repairs to the Main Library and branches to June 30, 1951.

On motion duly made, seconded and unanimously passed, the following resolution was adopted:

RESOLUTION NO. 87

Resolved that a Supplemental Appropriation Ordinance be prepared transferring the sum of $500. from the surplus existing in the Fuel Oil and Lubricants appropriation to the credit of the Equipment appropriation to cover the purchase of the balance of the chairs needed to furnish the children's room at the new Parkside Branch and venetian blinds at the new Potrero Branch.

On motion duly made, seconded and unanimously passed, the following resolution was adopted:

RESOLUTION NO. 88

Resolved that a Departmental Work Order in the amount of $490. be issued to the Department of Public Works to install new traps and connections under urinals; overhaul toilet tanks, washers in basin, faucets on second and third floors at 45 Hyde Street as per Job Estimate No. 2051.

Commissioner La Place informed the Commission that the Soroptomist Club of San Francisco is sponsoring as one of its service projects, the "Soroptomist Braille Library" for the blind. The purchasing, cataloging, distributing, etc. will be taken care of by a special committee of Soroptomist Club members.

On motion of Commissioner Markowitz, seconded by Commissioner Ames, it was resolved that the Library Commission take cognizance of this report and commend the Soroptomist Club of San Francisco for taking as one of its service projects the creation of the "Soroptomist Braille Library" for the blind.

Unanimously approved.

Commissioner Dettmering, Chairman of the Potrero Library Dedication Committee, recommended that formal dedication be held after June 27, 1951.

Commissioner Markowitz requested the Chair to wait upon the Mayor for a suitable date in accord with Commissioner Dettmering's recommendation.

PUBLIC RELATIONS AND PROMOTION COMMITTEE

Commissioner Ames referred to a communication from the Automatic Merchandising Company, requesting permission to install a cigarette vending machine at the Public Library Annex, 45 Hyde St.

Commissioner Ames reported that his understanding of the ordinance covering this request provides that any and all profits derived from this installation shall be paid to the City Treasurer, and not to the Bureau of Vocational Rehabilitation for the Blind.

The Chair referred this matter to the Library Operations Committee for investigation and report.

It was so ordered.

COMMUNICATIONS

From Eugene J. Riordan, Director Property re: notice of proposed oil and gas lease on property situated in Kern County (Fuhrman Estate).

Place on file.

From Cayuga Improvement Association re: Copy of letter sent to Finance Committee, Board of Supervisors requesting funds for branch library in district.

Acknowledge and place on file.

From Police Department, City of Baltimore re: Arrest of Frederick H. McKenzie, confessed robber of San Francisco Public Library funds.

Send copies to Controller, Board of Supervisors, City Attorney and place on file.

From San Francisco Police Department re: Clear up and recovered property report of robbery at Main Library, Friday, March 30, 1951.

Send copies to Controller, Board of Supervisors, City Attorney and place on file.

From Mrs. Alexander L. Smith re: Letter of appreciation for talk given by Commissioner Mohr before American Association of University Women.

Place on file.

There being no further business to come before the Commission, the meeting was adjourned.

Secretary

June 5, 1951

Proceedings of the regular meeting of the Library Commission held Tuesday, June 5, 1951 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 pm President Hart presiding.

On roll call the following were noted present: Commissioners Bresee, Cuddy, Dettmering, Graves, Hart, La Place, McGill, Markowitz, Mohr and Vayssis. Absent: Commissioner Ames.

The minutes of the previous meeting were approved and placed on file.

The report of the Secretary was approved and placed on file.

The City Librarian in his report informed the Commission that Potrero Branch Library has been completed and officially accepted by the Bureau of Architecture and that formal dedication will be held on Monday evening, June 25, 1951.

The City Librarian likewise informed the Commission that Parkside Branch Library will be accepted by the Bureau of Architecture within the next ten days and dedicatory ceremonies will be held on Thursday evening, June 21, 1951.

Librarian Clarke discussed his conversation with Kent and Haas relative to additional preliminary sketches of the proposed Marina Branch Library and also a communication from the Marina Boosters Association to the Mayor objecting to placing this branch library in Funston Playground.

The City Librarian stated that due to extensive planning and preparation for the California Library Association Convention in San Francisco the first week of October, he will be unable to attend the A. L. A. conference ih Chicago July 8-14 and recommends that the Commission rescind its action authorizing his attendance at the A.L.A. conference in July.

It is so recommended.

The Librarian stated that pursuant to recent action of the Library Commission and after conferences with the Controller and Administrative Assistant to the Mayor, the Library Department requested and received approval from the Board of Supervisors for the reallocation of rentals received from the Library Annex at 45 Hyde Street for a period of six months in the amount of $2,250. to the credit of the Land Appropriation Fund. The Librarian further informed the Commission that the Controller recommended that the Library Department initiate after July 1, 1951 a request to credit the following six months rental to the Land Appropriation Fund.

On motion duly made, seconded and unanimously passed, the following resolution was adopted:

RESOLVED that the Library Commission request His Honor Mayor Elmer E. Robinson and the Honorable Board of Supervisors to approve the reallocation of rentals received from the United States Government in the amount of $2250.00 representing six months rental from July 1, 1951 to December 31, 1951 to the credit of the Library Department's Land Fund.

The Librarian concluded his report stating that the City Planning Commission held a series of conferences with heads of departments relative to the development of the Diamond Heights area and recommended that the Commission give further study to this area as it relates to the proposed branch library expansion program.

The Chair referred this matter to the Planning and Development Committee for study and report.

LIBRARY OPERATIONS COMMITTEE

Commissioner Markowitz spoke on the matter of planting trees and shrubs around the Main Public Library and on motion of Commissioner Markowitz, seconded by Commissioner Dettmering, the matter of planting trees and shrubs on the west, south and east sides of the Main Public

Library be deferred for the time being.

Commissioner Mohr cast a dissenting vote.

Commissioner Markowitz referred to a communication of the Automatic Merchandising Company requesting permission to place a cigarette vending machine in the Library Annex at 45 Hyde Street.

On motion duly made, seconded and unanimously passed, the request of the Automatic Merchandising Company to place a cigarette vending machine in the Library Annex at 45 Hyde Street was denied.

Commissioner Markowitz referred to the subject of providing sanitary facilities for the patrons of the North Beach Branch Library and after thorough investigation submitted the following resolution:

RESOLVED that while the Library Commission is sympathetic to the desires of the North Beach Library patrons request for use of the limited sanitary facilities therein, the Commission regretfully denies this request due to extremely limited janitorial service as well as lack of funds to supply the additional paper towels, sanitary paper, soap and disinfectants required by the Department of Public Health to properly maintain this facility.

Commissioner Markowitz concluded his report by referring to a communication from Mr. Eugene J. Riordan, Director of Property to the Honorable Board of Supervisors regarding proposed oil and gas lease in Kern County (Fuhrman Bequest) and submitted the following resolution for adoption:

RESOLUTION NO. 9

CONFIRMING OIL AND GAS LEASE OF CERTAIN LAND IN KERN COUNTY TO GLEN C. FERGUSON AND I. W. BOSWORTH.

WHEREAS, pursuant to Ordinance No. 1782, Bill No. 1868, Series of 1939, the Director of Property on behalf of the City and County of San Francisco, a municipal corporation, as lessor, advertised in The San Francisco News and in The Bakersfield Californian, that sealed bids would be received and opened by him at 9:30 A.M., Tuesday, May 15, 1951, to lease certain City owned land in the County of Kern, State of California, particularly described as follows: The southwest quarter of Section 34, T. 27 S., R. 19 E., N. D. B. & M., containing 160 acres; and

WHEREAS, Glen C. Ferguson and I. W. Bosworth as the only bidders, offered to lease said real property for a period of twenty years, subject to the terms and conditions set forth in the proposed lease on file in the office of the Director of Property, and to pay the City and County of San Francisco a cash bonus of $1200.00, and a one-sixth royalty of the oil, gas and other hydrocarbon substances produced from said land, and the further condition that in lieu of commencing drilling operations within one year, lessees may pay to lessor an additional sum of $1200.00 at the end of the first year for the privilege of drilling during the second year; and

WHEREAS, no other bids were received by the Director of Property, and said parties have paid the City a deposit of $1200.00 in connection with this transaction; and

WHEREAS, the Director of Property has recommended that said property be leased to said parties.

NOW, THEREFORE, BE IT RESOLVED that said offer be, and is hereby accepted.

BE IT FURTHER RESOLVED, that the Mayor and the Clerk of the Board of Supervisors be and they are hereby authorized and directed to execute the necessary lease on behalf of the City and County of San Francisco, a municipal corporation, as lessor. The City Attorney shall approve the form of said lease.

RECOMMENDED:
Director of Property

FORM APPROVED:
DION R. HOLM, City Attorney

BUILDING, OPERATION AND MAINTENANCE COMMITTEE

Commissioner Mohr spoke on the activities during Library Week, May 20-26, 1951 which included editorial comment, radio publicity, exhibitions, contests, etc.

Commissionsr Mohr concluded her reply by stating that bids were received for the installation of fluorescent lighting in the Main Reading Room and informed the Commission that the Hampton Electric Company was the low bidder.

On motion duly made, seconded and unanimously passed, the Secretary is hereby directed to invite the representatives of Hampton Electric Company and the Bureau of Heat, Light and Power (Public Utilities) to attend a special meeting of the Board to discuss this proposed installation.

It is so ordered.

COMMITTEE ON PLANNING AND DEVELOPMENT

Commissioner Cuddy informed the Commission that the Library Department has received from the Department of Public Works, Order No. 861, Notice of Completion of General Construction of the Potrero Branch Library by Elvin C. Stendel, General Contractor.

Commissioner Cuddy stated that the Planning and Development committee as directed by Commission resolution at the May meeting conferred with Mr. Eugene J. Riordan, Director Property, regarding the sale of Library property situated at the s.w. corner of Russia avenue and London street to the Public Utilities Commission for Municipal Railway purposes.

Commissioner Cuddy moved and Commissioner Mohr seconded that the Planning and Development Committee bs directed to again communicate with Mr. Eugene J. Riordan, Director of Property and state the Commission's willingness to transfer this unimproved parcel of library property measuring 50 x 100 feet to the Public Utilities Commission upon payment of the sum of $7500.00 representing the original price paid by the City and County of San Francisco, (Library Department) in 1947.

It is so ordered.

Commissioner Cuddy concluded his report by referring to additional sketches received from Kent and Haas of the proposed Marina Branch Library and also of his conversation with Dr. Herbert Clish, Superintendent of Schools relative to the use of a portion of Marina Junior High School for public library purposes.

Commissioner Cuddy stated that a report will be given at the next meeting of the Commission relative to his findings in this matter.

COMMITTEE ON FINANCE AND AUDIT

Commissioner Graves moved and Commissioner McGill seconded that the Commission approve the list of expenditures for May and estimated expenditures for June as follows:

	Expended May 1951	Estimated Expenditures June 1951
Salaries	$48603.92	$48000.00
Contractual Services	773.28	2100.00
Binding	6802.33	2117.00
Gas & Electricity	1600.00	1600.00
Materials & Supplies	799.86	1281.00
Books & Bindery Mat.	10440.14	169.00
Equipment	433.94	112.00
Fixed Charges	545.00	-0-
Retirement Allowances	4600.00	4600.00
Window Washing	473.74	-0-
Telephone & Telegraph	120.00	-0-
Fuel & Oil	365.85	-0-
	$75558.06	$60162.00

Commissioner Graves moved and Commissioner Bresee seconded that the Commission approve the list of books on economic and political subjects in the amount of $272.05 as prepared by the Librarian, be purchased from the Fuhrman Bequest Fund.

On motion duly made, seconded and unanimously passed, the following resolution was adopted:

RESOLUTION NO. 1

Resolved that the Controller be requested to transfer $44,100. from the Contractual Services appropriation to the Binding appropriation to set up funds for binding for the fiscal year 1951-52.

On motion duly made, seconded and unanimously passed, the following resolution was adopted:

RESOLUTION NO. 2

Resolved that a Departmental Work Order in the amount of $1,500. be issued to the Department of Public Works to cover repairs to the Main Library and branches for the period ending September 30, 1951.

On motion duly made, seconded and unanimously passed, the following resolution was adopted:

RESOLUTION NO. 3

Resolved that a Departmental Work Order in the amount of $1,400. be issued to the Department of Public Works to reimburse them for the services of a painter for the period ending September 30, 1951.

On motion duly made, seconded and unanimously passed, the following resolution was adopted:

RESOLUTION NO. 4

Resolved that a Departmental Work Order in the amount of $50. be issued to the Purchasing Department to cover Reproduction Work for the six-month period ending December 31, 1951.

On motion duly made, seconded and unanimously passed, the following resolution was adopted:

RESOLUTION NO. 5

Resolved that a Departmental Work Order in the amount of $50. be issued to the Retirement System to cover Workmen's Compensation benefits for the six-month period ending December 31, 1951.

On motion duly made, seconded and unanimously passed, the following resolution was adopted:

RESOLUTION NO. 6

Resolved that the Controller be requested to allot the sum of $500. in the Overtime appropriation, the major portion of which will be expended in the first quarter of the fiscal year ending September 30, 1951.

On motion duly made, seconded and unanimously passed, the following resolution was adopted:

RESOLUTION NO. 7

Resolved that the Controller be requested to encumber $360. from the Contractual Services appropriation to the credit of Services of Station Keepers to cover their charges for the fiscal year 1951-1952.

On motion duly made, seconded and unanimously passed, the following resolution was adopted:

RESOLUTION NO. 8

Resolved that a Departmental Work Order in the amount of $800. be issued to cover additional miscellaneous repairs to the Main Library and branches for the period ending June 30, 1951.

On motion duly made, seconded and unanimously passed, the following resolution was adopted:

RESOLUTION NO. 10

RESOLVED that the Library Commission approve the payment to the Real Estate Department the sum of $30.00 representing collection fee for rent at 45 Hyde street from the U. S. Government in accord with Bill No. 346, Ordinance No. 12.1611.

POTRERO LIBRARY DEDICATION

Commissioner Dettmering informed the Commission that formal dedication of the Potrero Branch Library will be held on Monday evening, June 25, 1951 at 7:30 pm.

Invitations are being sent to political and civic dignitaries, neighborhood organizations and boosters clubs. Arrangements have been completed for the program of the day with Honorable Elmer E. Robinson as principal speaker.

PARKSIDE LIBRARY DEDICATION

Commissioner La Place informed the Commission that plans are nearing completion for the formal dedication of the Parkside Branch Library on Thursday evening, June 21, 1951 at 7:30 pm.

Invitations have been printed and will be mailed to district improvement clubs, merchants associations as well as civic and political leaders throughout the city.

The program has been completed with His Honor, Mayor Elmer. E. Robinson, principal speaker.

FRIENDS OF LIBRARIES

Commissioner La Place and Commissioner Mohr spoke on the Friends of Libraries meeting held on May 21, 1951 honoring Mrs. Mabel R. Gillis, State Librarian and guest speaker, Samuel J. Hume noted specialist on art and the theatre. The meeting and reception was highlighted by the presence of Dr. Luther Evans, Librarian of Congress, Mrs. Amy Winslow, Assistant Director of the Enoch Pratt Library, Mr. Clarence "Skip" Graham, Librarian of Louisville Public Library as well as Mr. J. Periance Danton, Dean School of Librarianship, University of California.

COMMUNICATIONS

From Honorable Elmer E. Robinson and George Christopher re: letters addressed to them regarding construction of Marina Branch.

Referred to Planning and Development Committee.

From Mrs. Bessie Hickman, Secretary Potrero Women's Club re: permission to meet at Potrero Branch Library, third Friday of every mo.

Approve request with certain stipulations as to length of occupancy and responsibility in case of accident or injury.

From Dr. H. B. Hambley, President of Marina Civic Improvement Association, letter addressed to His Honor Mayor Elmer E. Robinson re: protest of planning proposed Marina Branch Library in Funston Playground.

Acknowledge and refer to Planning and Development Committee.

From Mabel R. Gillis, State Librarian, re: appreciation for resolution of commendation presented to her on May 21, 1951.

Acknowledge and place on file.

There being no further business to come before the Commission, the meeting was adjourned.

Secretary

June 12, 1951

Proceedings of the special meeting of the Library Commission, held Tuesday, June 12, 1951 at 4:00 p.m. in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., Vice-President McGill presiding.

On roll call the following were noted present: Commissioners Ames, Cuddy, Graves, McGill, Markowitz and Vayssie. Absent: Commissioners Bresee, Dettmering, Hart, La Place and Mohr.

Subject of the meeting: Discussion with the representatives of the Public Utilities Commission (Bureau of Heat, Light and Power), Hampton Electric and Manufacturing Company and Peerless Electric Company re: installation of fluorescent lighting in the Reading Room of the Main Public Library.

The Chair called the meeting to order and introduced to the Commissioners present, Mr. Robert Devine and Mr. Thomas Bristow of the Bureau of Heat, Light and Power, Mr. Sam Hurst of Peerless Electric Company and Mr. Fitzsimmons of Hampton Electric and Manufacturing Company.

The Chair directed the Secretary to distribute a chronological history of the installation of fluorescent lighting in the Reference Room by the Hampton Electric and Manufacturing Company, utilizing the Peerless Electric Company's equipment.

Commissioner Markowitz opened the discussion by pointing out the fact that the light intensity guarantee made by the Hampton Electric Company was not met in the previous installation, and he recommended that this new contract calling for the expenditure of $12,839, be thoroughly discussed before formal action is taken by the Library Commission.

Mr. Robert Devine, Manager and Chief Engineer of the Bureau of Heat, Light and Power, stated that the lighting of the Reference Room was a very difficult task due to extreme height, dark color of the walls and surroundings, and unusual architectural design. He added that as far as he knew at the time, there was no criterion by which to judge this installation.

Mr. Hurst agreed with the remarks of Mr. Devine, and stated that in his years of experience in the lighting field, he has never known of a similar guaranteed candle foot intensity being guaranteed and included in a lighting contract, and that he would not in future installations agree to a definite light guarantee.

Commissioner Markowitz pointed out that all the Library Commission desires is a sincere assurance from the Bureau of Heat, Light and Power that for the expenditure of $12,839, this work be performed in strict accord with the plans and specifications prepared by the Bureau of Heat, Light and Power, and agreed to by the Hampton Electric Company. Mr. Devine gave his assurance by stating his personal responsibility for the plans and specifications of the Bureau of Heat, Light and Power, as to distribution of light intensity calculated to produce 35 foot candles at reading level. Mr. Bristow agreed with Mr. Devine that a minimum of 35 foot candles will be assured.

Commissioner Cuddy informed those present that the Commission holds nothing against the Hampton Electric Company, but remarked that the Library Department had a trying experience with this concern in illuminating the Reference Room in accord with the specifications as to light intensity. Mr. Devine stated that in the previous contract the Bureau of Heat, Light and Power forced the manufacturers to agree to guarantee a certain candle foot intensity, and he has learned from this original installation what is required for the Reading Room.

Mr. Fitzsimmons of Hampton Electric Company added that he was responsible for the installation only and that the Bureau of Heat, Light and Power specified and approved the fixtures to be installed.

The Secretary informed the Commission of the difficulty encountered with the contractors as to disposal of debris, cleaning of shelves and floors during installation, as called for in the contract. Mr. Fitzsimmons agreed to provide proper janitorial service as well as drop cloths to protect books, tables, etc. during the installation.

Mr. Devine assured the Commission that close supervision will be made during the entire installation and that any difficulty arising during the course of installation will be worked out to the satisfaction of all concerned.

Commissioner Graves added a note of caution by stating that the Commission should not grant this contract to Hampton Electric Company because of previous experience with this firm and its failure to provide guaranteed candle foot intensity in the Reference Room.

Mr. Bristow again assured the Commission that the Bureau of Heat, Light and Power, by its calculations, will guarantee 35 candle foot intensity at reading level.

The Chair thanked the representatives of the Bureau of Heat, Light and Power, Hampton Electric Company, and Peerless Electric Company for their attendance, and excused them from the meeting.

The Commission continued its discussion on the subject of awarding the contract to the successful low bidder, and on motion of Commissioner Cuddy, seconded by Commissioner Markowitz, the following resolution was approved:

RESOLVED that the Library Commission award to the Hampton Electric and Manufacturing Company, the lowest regular and responsible bidder, Heat, Light and Power Contract #105, in the amount of $12,839, to furnish and install fluorescent light fixtures, two new lighting panels and new panel feeder wiring in the Reading Room of the Main Public Library, and be it

FURTHER RESOLVED that upon satisfactory completion of this work, payment be made available from funds provided in accord with Commission Resolution #79, and Departmental Work Order #45.

There being no further business to come before the Commission, this special meeting was adjourned.

Secretary

August 7, 1951

Proceedings of the regular meeting of the Library Commission, held Tuesday, August 7, 1951 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m. In the absence of President Hart, Vice-President McGill presided.

On roll call the following were noted present: Commissioners Ames, Bresee, Dettmering, Graves, La Place, McGill, Markowitz, Mohr and Vayssie. Absent: Commissioners Cuddy and Hart.

The minutes of the previous meeting were approved and placed on file.

The report of the Secretary was approved and placed on file.

The regular order of business was suspended to hear Dr. Harry B. Hambly, President of the Marina Civic Improvement Association, regarding the proposed Marina Branch Library. Dr. Hambly recited the Association's objections to the proposed site in Funston Playground and suggested that the Commission investigate the possibility of purchasing an unimproved parcel of land bounded by Bay, Fillmore and Cervantes Boulevard for this proposed branch library.

Acting President McGill stated that the Planning and Development Committee is making a survey of this area and referred the matter to this Committee for further study and report.

Commissioner Markowitz, on behalf of the Commission, thanked Dr. Hambly for his attendance and interest in this matter and stated that it is the Commission's primary desire to provide adequate library service to the residents of the Marina District.

Acting President McGill excused Dr. Hambly from the meeting.

The City Librarian, in his report, stated that a Supplemental Budget Request for $27,500 - to take care of increases due to Salary Standardization, was reduced to $10,694. As a result of this action, the Department will be forced to reduce to the minimum all part-time employments, and within a few months, it may be necessary to curtail the hours of service, or request a Supplemental Appropriation transferring surpluses accruing in the Compensation Reserve to the Wages Appropriation if the same service hours are to be maintained.

The City Librarian informed the Commission that the Department requested one General Clerk-Stenographer in the 1951-52 Budget, and in the deliberations with the Mayor, it was agreed to delete one B-210 Office Assistant to provide for this position. The Board of Supervisors, however, being unaware of this agreement, deleted not only the B210 Office Assistant, but rejected creation of the General Clerk Stenographer position. Also requested and deleted in this budget was one position of part-time janitor at $79.50 to maintain janitorial service at the new Parkside and Potrero Branch Libraries.

On motion duly made, seconded and unanimously passed, the Librarian was directed to submit to the Mayor and Board of Supervisors a Supplemental Appropriation Request to establish the positions of one General Clerk-Stenographer and one C104 Janitor part-time.

The City Librarian concluded his report by referring to the tremendous increase in circulation at the new Parkside and Potrero Branch Libraries for the month of July, as well as major changes contemplated in the Main Library. He presented a preliminary sketch showing the proposed improvements, and recommended that a special committee be appointed to study the proposed re-location of service departments and report its findings to the Commission.

On motion of Commissioner Ames, seconded by Commissioner Dettmering, it was recommended that the Chair appoint Commissioners Cuddy, Markowitz and Mohr, Chairmen of the Planning and Development, Library Operations and Building-Construction and Maintenance Committees respectively, to this special committee.

It was so recommended.

LIBRARY OPERATIONS COMMITTEE

Commissioner Markowitz read a communication from Mr. Wesley C. Keir regarding unsightly conditions along the south wall of the Main Library.

The Chair directed the Secretary to reply to this communication and referred this matter to the Committee for investigation and report.

Commissioner Markowitz recommended that the Library Commission address a communication to His Honor Mayor Elmer E. Robinson offering the entire facilities of the Main Library to the delegates of the United Nations during the signing of the Japanese Peace Treaty in San Francisco September 4-8, 1951.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Mohr informed the Commission of a communication received from Rev. Joseph Costanza, Pastor of St. Peter and Paul's Church, regarding the placing of the proposed North Beach Branch Library in Washington Square.

The Chair referred this matter to Committee for further investigation and report.

FINANCE, AUDIT AND BUDGET

Commissioner Graves moved and Commissioner La Place seconded that the Commission approve this list of expenditures for July and estimated expenditures for August as follow:

	Expended July 1951	Estimated Expenditures August 1951
Salaries	$59,709.33	$59,000.00
Contractual Services & Repairs - Public Buildings	13,398.84	500.00
Gas & Electricity	1,400.00	1,400.00
Materials & Supplies	2,715.62	500.00
Books & Bindery Material	16,433.80	500.00
Fixed Charges	31.20	25.00
Retirement Allowance	5,183.00	5,183.00
Rents	430.00	430.00
Window Washing	946.80	175.00
Telephone & Telegraph	250.00	125.00
Fuel & Oils	130.00	65.00
	$101,628.59	$72,403.00

On motion duly made, seconded and unanimously passed, the following resolution was adopted:

RESOLUTION #12

RESOLVED that a Departmental Work Order in the amount of $330 be issued to the Department of Public Works to cover its estimate No. 2107 for the installation of fixtures as per plan by the Bureau of Heat, Light and Power and completion of sound and power outlets for moving picture projector in the Exhibit Room at the Main Library.

On motion duly made, seconded and unanimously passed, the following resolution was adopted:

RESOLUTION #13

RESOLVED that a Departmental Work Order in the amount of $680 be issued to the Department of Public Works to cover its estimate #2330 for the installation of necessary wiring and installation of fixtures in the Newspaper Room and two rooms and passageway in rear of old renewal desk as per plan by the Bureau of Heat, Light and Power at the Main Library. On motion duly made, seconded and unanimously passed, the following resolution was adopted:

RESOLUTION #14

RESOLVED that a Departmental Work Order in the amount of $300 be issued to the Department of Public Works to cover its Job Estimate #55-Arch. for the preparation of working drawings and specifications and necessary supervision for interior additional necessary iron and mill work at the Parkside Branch Library.

Commissioner Graves moved and Commissioner Mohr seconded that the Commission approve the list of books on economic and political subjects in the amount of $312.12 be purchased from the Fuhrman Bequest Fund.

WELFARE OF EMPLOYEES

Commissioner Dettmering informed the Commission of receipt of a letter from Miss Edeltraut Raith, staff member and delegate to the A.L.A. Convention in Chicago, July 8-14, 1951, thanking the Commission for having appointed her to attend the aforesaid Convention.

The Chair directed the Secretary to acknowledge this communication and place on file.

PUBLIC RELATIONS & PROMOTION COMMITTEE

Commissioner Ames informed the Commission that the Library Department has received a check in the amount of $50.00 to be credited to the Edward T. Leech Memorial Fund.

On motion of Commissioner Ames, seconded by Commissioner La Place, the following resolution was adopted:

RESOLUTION #11

RESOLVED that the Board of Supervisors of the City and County of San Francisco be respectfully requested to accept for and on behalf of the City and County of San Francisco, and subject to administration by the San Francisco Public Library, said sum of $50; and be it

FURTHER RESOLVED That said $50 should be deposited with the Treasurer of the City and County of San Francisco in the Edward T. Leech Memorial Fund to be used for the purchase of books on journalism.

REPORT OF SPECIAL COMMITTEES

Commissioners La Place and Dettmering, Chairmen of the Parkside and Potrero Branch Library Dedications respectively, reported on the attendance, excellent programs and fine public reaction which hailed the opening of these two new units of the branch library system.

The Chair, on behalf of the members of the Commission, commended Commissioners La Place and Dettmering for their very efficient handling of these dedications, and extended his personal thanks to all having a part in the arrangements for the evenings.

COMMUNICATIONS

From George H. Thomas Post #2 Grand Army of the Republic re: Presentation of Post Charter to be displayed in the Main Public Library.

On motion duly made and seconded, the Library Commission regretfully declined this gift and suggested that the Post Charter could be more advantageously displayed in the Veterans' War Memorial Building or sent to the State Capitol along with the large Post Flag which will be deposited in the room of Public Archives in accord with the terms of an agreement dated October 24, 1939, and signed by Samuel S. Sturges, Adjutant, George H. Thomas Post #2, Grand Army of the Republic.

Commissioner Markowitz cast a dissenting vote.

From Rev. Joseph Costanza, Pastor St. Peter and Paul's Church re: Appreciation for invitation to attend dedicatory ceremonies at Parkside Branch Library and attitude of North Beach residents regarding the placing of a branch library in Washington Square. Refer to minutes.

From Eugene J. Riordan, Director of Property re: Additional space for Navy use in 45 Hyde Street. Awaiting modification of lease from Mr. Riordan.

From Mayor and Chief Administrative Officer re: Local Municipal Government Survey Advisory Committee on Governmental Efficiency.

There being no further business to come before the Commission the meeting was adjourned.

Secretary

September 18, 1951

Proceedings of the special meeting of the Library Commission held Tuesday, September 18, 1951 at 4:00 p.m. in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m. Prssident Hart presiding.

On roll call the following were noted present: Commissioners Cuddy, Dettmering, Graves, Hart, Markowitz, Mohr and Vayssie. Absent: Commissioners Ames, Bresee, La Place and McGill.

Minutes of the previous meeting were approved.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Cuddy informed the Commission of additional mill work and fire screen installation at Parkside Branch Library and on motion of Commissioner Cuddy, seconded by Commissioner Mohr, the following resolutions were adopted:

RESOLUTION NO. 14

Resolved that an Interdepartmental Work Order in the amount of $1,232.00 be issued to the Department of Public Works to cover additional millwork for the Parkside Branch Library as per informal bids received and contract awarded to Mayta & Jensen, 1610 Armstrong Avenue, San Francisco.

RESOLUTION NO. 15

Resolved that an Interdepartmental Work Order in the amount of $218.00 be issued to the credit of the Department of Public Works to cover Fire screen and andirons for the Parkside Branch Library as per informal bids received and contract awarded to Phoenix Day Company, 729 Mission Street, San Francisco.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Graves moved and Commissioner Markowitz seconded that the Commission approve the list of expenditures for August and estimated expenditures for September 1951; as follow:

	Expended August 1951	Estimated Expenditures September 1951
Salaries	$58,729.02	$59,000.00
Contractual Services and Repairs to Public Bldgs.	3,546.71	2,500.00
Gas & Electricity	1,650.00	1,650.00
Materials and Supplies	1,013.67	1,500.00
Books etc.	7,460.59	8,500.00
Retirement Allowances	5,183.00	5,183.00
Rents	430.00	430.00
Window Washing	175.00	175.00
Telephone & Telegraph	125.00	125.00
Fuel & Oils	365.35	65.00
	$78,678.34	$79,128.00

On motion duly made, seconded and unanimously approved, the following resolution is adopted:

RESOLUTION NO. 16

Resolved that an additional Interdepartmental Work Order in the amount of $500.00 be issued to the Department of Public Works to cover miscellaneous repairs to the Main Library and branches for the period ending September 30, 1951.

On motion duly made, seconded and unanimously approved, the following resolution is adopted:

RESOLUTION NO. 17

Resolved that an additional Interdepartmental Work Order in the amount of $2,000 be issued to the Department of Public Works to cover miscellaneous painting in the Main Library and branches for the period ending September 30, 1951.

On motion duly made, seconded and unanimously approved, the following resolution is adopted:

RESOLUTION NO. 18

Resolved that an Interdepartmental Work Order in the amount of $1,400 be issued to the Department of Public Works for the services of a painter for the period ending December 31, 1951.

On motion duly made, seconded and unanimously approved, the following resolution is adopted:

RESOLUTION NO. 19

Resolved that an Interdepartmental Work Order in the amount of $1,500 be issued to the Department of Public Works for miscellaneous repairs to the Main Library and branches for the period ending December 31, 1951.

On motion duly made, seconded and unanimously approved, the following resolution is adopted:

RESOLUTION NO. 20

Resolved that an interdepartmental work order in the amount of $50.00 be issued to the Purchasing Department for reproduction work for the period ending December 31, 1951.

On motion duly made, seconded and unanimously approved, the following resolution is adopted:

RESOLUTION NO. 21

Resolved that an Interdepartmental Work Order in the amount of $50.00 be issued to the Retirement System for estimated charges for workmen's compensation benefits for the period ending December 31, 1951.

Commissioner Graves moved and Commissioner Vayssie seconded that the Commission approve the list of books on economic and political subjects in the amount of $1,880.28, as submitted by the Librarian, be purchased from the Fuhrman Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner Dettmering seconded that the list of books in the amount of $92.00 submitted by the Librarian, be purchased from the Sutro Bequest Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner Mohr seconded that the Commission approve the list of books on Journalism in the amount of $20.20 as submitted by the Librarian, be purchased from the Edward T. Leech Memorial Fund.

Unanimously approved.

There being no further business to come before the Commission and on motion duly made and seconded, the special meeting was adjourned to Tuesday, September 25, 1951.

Secretary

October 16, 1951

Proceedings of the adjourned meeting of the Library Commission held Tuesday, October 16, 1951 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Hart presiding.

On roll call the following were noted present: Commissioners Ames, Bresee, Cuddy, Dettmering, Graves, Hart, La Place, Markowitz, Mohr and Vayssie. Absent: Commissioner McGill.

Minutes of the previous meeting were approved.

The City Librarian gave a detailed account of the activities of the 53d Annual Conference of the California Library Association, held in San Francisco October 3-6, 1951.

The City Librarian commended the Convention Committee and members of the Library staff for their untiring efforts in making this Conference the most successful in California Library Association history.

The City Librarian concluded his remarks by announcing that Commissioner Mohr was selected by the Jury of Trustee Citation to receive the first Trustee Citation awarded by the California Library Association.

Commissioner Markowitz added that this honor not only reflects credit on the Library Commission of the City and County of San Francisco, but personal honor and dignity to Commissioner Mohr.

Commissioner La Place followed these comments by stating that Commissioner Mohr gave of her time and effort to represent the Commission at this Conference in a most excellent manner.

LIBRARY OPERATIONS COMMITTEE

Commissioner Markowitz informed the Commission of a communication from the San Francisco Disaster Council and Corps regarding the use of the Main Library and its branches for public air raid shelters.

Commissioner Markowitz moved and was seconded that the S. F. Disaster Council be granted permission to conduct a survey of the Main Library and branches with the full cooperation of the Library Department; and further that upon completion of the survey, the Disaster Council submit its recommendations to the Commission for final approval. It was so ordered.

Commissioner Markowitz referred to the matter of improving conditions immediately surrounding the exterior of the Main Library, and reported progress.

BUILDINGS, MAINTENANCE AND OPERATION COMMITTEE

Commissioner Mohr informed the Commission that installation of fluorescent lights in the Reading Room of the Main Library will soon be completed and that inspection and light intensity tests will be undertaken within the week.

Commissioner Mohr concluded her report by recommending that bids be taken for the interior cleaning and painting of the Reading Room and adjoining Max Kuhl Room to complete this project.
It was so recommended.

PLANNING & DEVELOPMENT COMMITTEE

Commissioner Cuddy informed the Commission that the Director of Planning, in accord with Charter provisions, has requested the Library Department to submit its annual Capital Improvement Program for 1952-58, by November 30, 1951.

Commissioner Cuddy recommended that the Librarian and Secretary prepare this annual report for study and approval by the Commission prior to submission to the Director of Planning.
It was so recommended.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Graves moved and Commissioner Markowitz seconded that the Commission approve the expenditures for September and estimated expenditures for October as follow:

	Exp. Sept.	Est. Exp. Oct.
Salaries	$55472.72	$55000.00
Contractual Services & Rep.Pub.Bldg.	5286.82	1000.00
Gas & Electricity	1650.00	1650.00
Binding	20000.00	-0-
Material & Supplies	1289.21	1000.00
Books, etc.	10814.92	8500.00
Equipment	354.59	1000.00
Retirement Allowances	5183.00	5183.00
Fixed charges	80.22	-0-
Rents	430.00	430,00
Window Washing	413.40	175.00
Telephone & Telegraph	125.00	125.00
Fuel & Oil	65.00	65.00
	$101164.88	$74128.00

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #22

RESOLVED that the Controller be requested to allot an additional amount of $5,000 in the Contractual Services Appropriation to cover purchases of newspapers and periodical subscriptions for the Main Library and twenty-three branches for the fiscal year 1951-52.

Commissioner Graves moved and Commissioner La Place seconded that the list of books on political and economic subjects, submitted by the Librarian, in the amount of $640.47, be purchased from the Fuhrman Bequest Fund. Unanimously approved.

Commissioner Graves moved and Commissioner Markowitz seconded that the Commission approve the list of books on journalism, as submitted by the Librarian, in the amount of $14.08 be purchased from the Edward T. Leech Memorial Fund. Unanimously approved.

Commissioner Graves continued his report by informing the Commission that 14 $1,000 U. S. Treasury Bonds, bearing 1¼% interest, in the Fuhrman Bequest Account, and 1- $1,000 U. S. Treasury Bond, bearing 1¼% interest in the Phelan Bequest Account, are redeemable as of October 15, 1951.

On motion duly made, seconded and unanimously passed, the Treasurer of the City and County of San Francisco was authorized and directed to redeem 14 $1,000 U.S. Treasury Bonds - 1¼% in the Fuhrman Bequest Account and one $1,000 U.S. Treasury Bond 1¼% in the Phelan Bequest Account. It was so ordered.

Commissioner Graves concluded his report by stating that the question of re-investment of the above-stated funds will be considered by the Committee and report and recommendation will be made at the next regular meeting of the Commission.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Dettmering discussed the problem of recruiting personnel to fill vacancies in the X42 classification and recommended that the Civil Service Commission be requested to prepare a new scope circular with revised qualifications for the position of X42 Librarian. It was so recommended.

COMMUNICATIONS

From Richard Battaglia re: Site for proposed North Beach Branch Library. Acknowledge and place on file.

From Merced Heights Improvement Association re: Branch library facilities in their area. Acknowledge and place on file.

From Crocker-Amazon Park Association re: Site for Crocker-Amazon Branch Library. Acknowledge and place on file.

There being no further business to come before the Commission, the meeting was adjourned.

Secretary

November 20, 1951

Proceedings of the adjourned meeting of the Library Commission held Tuesday, November 20, 1951 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Hart presiding.

On roll call the following were noted present: Commissioners Ames, Bresee, Cuddy, Dettmering, Graves, Hart, La Place, Markowitz, Mohr and Vayssie. Absent: Commissioner McGill.

Minutes of the previous meeting were approved.

The report of the Secretary was approved and placed on file.

The regular order of business was suspended to hear Mr. Thomas Bristow, of the Bureau of Heat, Light and Power Division of the Public Utilities Commission, regarding the installation of fluorescent lighting in the Reading Room of the Main Library. Mr. Bristow informed the Commission that the successful low bidder, Hampton Electric and Manufacturing Company, had complied with specifications as to installation, design and candle foot intensity, and recommended to the Commission that payment be made in accord with the terms of the contract.

Mr. Bristow concluded his remarks by stating that the slight hum evident in this room is due to a resonant condition between the room ballast and the fixtures, and is not caused by defective material, workmanship or design.

President Hart thanked Mr. Bristow for his appearance before the Commission, and excused him from the meeting.

On motion of Commissioner Markowitz, seconded by Commissioner Mohr, the Bureau of Heat, Light and Power was requested to submit a completion report stating that the successful low bidder has fulfilled all the conditions of the specifications not withstanding the electrical hum evident in the Reading Room.

It was so ordered.

The regular order of business was resumed.

The City Librarian, in his report touched on the limited tenure examination for X-42 Librarian held on Friday, October 26, 1951, as the result of a recent suit filed by a representative of an employee group, which eliminated the emergency appointive powers of the appointing officer of the department, which has prevailed since 1949 under an emergency clause of the City Charter.

The City Librarian stated that at the last regular meeting of the Commission it was recommended that the Library Department lower the requirements for the position of Librarian in order to obtain full-time Civil Service employees who, with full time in-service training, would be regular permanent employees of the Department. The Civil Service Commission concurred in this recommendation, and prepared and published a scope circular for the examination for X-42 Librarian.

The City Librarian concluded his report by informing the Commission that an in-service training program under the supervision of the City College, titled "Job Relations and Personnel Direction" is now being given to the employees of the Library Department.

LIBRARY OPERATIONS COMMITTEE

Commissioner Markowitz reported progress.

BUILDINGS, CONSTRUCTION & MAINTENANCE COMMITTEE

Commissioner Mohr referred to Mr. Bristow's remarks concerning the hum existing in the fluorescent light fixtures in the Reading Room; of sound tests conducted during the past two weeks to determine the cause, and recommendations to alleviate this condition.

Commissioner Mohr concluded her report by recommending that the Bureau of Heat, Light and Power's suggestion contained in a letter dated November 13, 1951, be deferred for sixty days.

It was so recommended.

Commissioner Cuddy referred to the matter of the proposed Marina Branch Library, and on motion of Commissioner Ames, seconded by Commissioner Markowitz, the following resolution was adopted:

RESOLUTION NO. 23

WHEREAS the Library Commission of the City and County of San Francisco has determined upon a building for the Marina Branch to be constructed in a manner and style different from that first contemplated; and

WHEREAS the architects, KENT & HAAS, who have submitted sketches and drawings only, have agreed that their contract in connection therewith dated September 24, 1948, should be cancelled upon payment for work already done;

Now Therefore be it

RESOLVED that this Commission approves the payment to said architects for the sketches and drawings submitted by them for a proposed Marina Branch Library of a reasonable sum to compensate them for work done to date and upon such payment the above-mentioned contract dated September 24, 1948, be terminated and cancelled, it being understood that all such sketches and drawings shall become the property of the Library Commission.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Cuddy moved and Commissioner Mohr seconded that the 1952-58 Capital Improvement Program of the Library Department, as prepared, be submitted to the Department of City Planning in conformity with Section 69.1 of the Charter.

President Hart excused himself from the meeting and Vice-President Markowitz assumed the Chair.

COMMITTEE ON FINANCE, AUDIT AND BUDGET

Commissioner Graves moved and Commissioner Ames seconded that the Commission approve the list of expenditures for October and estimated expenditures for November as follows:

	Expended October 1951	Estimated Expenditures November 1951
Salaries	$54152.76	$54000.00
Contractual Services and Repairs to Public Bldgs.	1183.09	500.00
Gas & Electricity	1650.00	1650.00
Material and Supplies	796.20	500.00
Books etc.	9035.91	5000.00
Equipment	182.83	1000.00
Retirement Allowances	5183.00	5183.00
Fixed Charges	15.30	-0-
Rents	430.00	430.00
Window Washing	533.40	175.00
Telephone & Telegraph	125.00	125.00
Fuel & Oil	365.35	65.00
	$73652.84	$68628.00

Commissioner Graves moved and Commissioner Mohr seconded that the Commission approve the list of books on economic and political subjects in the amount of $510.37 for purchases from the Fuhrman Bequest Fund.

Commissioner Graves concluded his report by stating that the matter of re-investing $14,000, from the sale of U. S. Treasury Bonds in the Fuhrman Bequest Account, has been discussed with City Treasurer John J. Goodwin. Commissioner Graves recommended that this matter be deferred pending receipt of additional information and recommendation from Mr. Goodwin.

It was so recommended.

President Hart returned to the meeting and resumed the Chair.

WELFARE OF EMPLOYEES COMMITTEE

Commiseioner Dettmering referred to the report of the City Librarian regarding the lower qualifications for the position of X-42 Librarian, and expressed the hope that this revised scope circular will attract sufficient qualified applicants to fill the vacancies now existing in the Department.

Commissioner Dettmering concluded his report by presenting the following resolution:

RESOLUTION NO. 24

RESOLVED that James G. Cleghorn, Head Music Librarian be permitted to attend a conference on the problems in the use and handling of special library material at the University of California at Los Angeles on December 15, 1951; and be it

FURTHER RESOLVED that traveling expenses incurred be paid by city funds in accordance with Ordinance 4942, Series 1939, adopted April 15, 1948.

On motion duly made, seconded and unanimously passed, the foregoing resolution was adopted.

PUBLIC RELATIONS COMMITTEE

Commissioner Ames called the attention of the Commission to the numerous activities taking place in the Library Department during the month of November and he made particular mention of exhibits and special events during Children's Book Week, November 11-17, 1951.

COMMUNICATIONS

From Director of Property re: rental collected from U. S. Government for use of ground floor at 45 Hyde Street.

Place on file.

From B. A. Devine, Manager, Heat, Light & Power, Public Utilities Commission re: report on installation of fluorescent fixtures in Reading Room of Main Library.

Refer to minutes.

From City Attorney re: notifying all officers, boards and commissions of December 1, 1951 deadline for submission of amendments to ordinances and resolutions of repeal of same for inclusion in the new Municipal Code.

Place on file.

There being no further business to come before the Commission and on motion duly made and seconded the meeting was adjourned to Tuesday, December 4, 1951.

Secretary

December 18, 1951

Proceedings of the postponed meeting of the Library Commission held Tuesday, December 18, 1951 at 4:00 p.m. in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Hart presiding.

On roll call the following were noted present: Commissioners Cuddy, Bresee, Dettmering, Graves, Hart, McGill, Markowitz, Mohr and Vayssie. Absent: Commissioners Ames and La Place.

The minutes of the previous meeting were approved.

The City Librarian recommended to the Commission that due to increased postal rates, increased cost of printing etc., the reserve postal charge be increased from two to five cents.

It was so recommended.

The City Librarian spoke on the recent Salary Standardization Survey made by the Civil Service Commission as authorized by the Board of Supervisors on September 4, 1951 under Resolution #11535.

On motion of Commissioner Dettmering, seconded by Commissioner McGill, the following resolution was unanimously approved:

RESOLVED that the Civil Service Commission give consideration to salary increases for the Librarian, Assistant to the Librarian, Secretary of the Commission and members of the professional and clerical staffs, as supported by data compiled by the Civil Service Commission in its Salary and Wage Survey Staff Report of December 5, 1951 and be it

FURTHER RESOLVED that the Civil Service Commission be informed that service to the general public has been deteriorating owing to the fact that the Library Department has been unable to obtain, in the lower classifications, capable employees owing to the salary schedules now in effect.

LIBRARY OPERATIONS COMMITTEE

Commissioner Markowitz referred to the request of the Great Books Foundation and Henry George School of Social Sciences for the use of the browsing room of the Parkside Branch Library for discussion and study group meeting.

On motion of Commissioner Markowitz seconded by Commissioner Vayssie, this matter was referred to the City Librarian for appropriate action.

Commissioner Markowitz addressed the Chair with the following remarks:

Mr. President: "I wish at this time to offer a Christmas message to the entire staff of our Library system. Once again we come to the Yuletide Season. On behalf of the Library Commissioners, I want to extend our sincerest wishes for a very Happy Holiday.

Combined with the custom of the season, that of giving and receiving gifts, it is well to take time out and give thanks for the many blessings we have received from our Heavenly Father in the year just drawing to a close.

To our Librarian, Secretary, and the entire staff of our library system, I sincerely hope for you and your families that you receive all the good things that you would ask God to give you that I would give you if I were God. A VERY, VERY MERRY CHRISTMAS AND HAPPY NEW YEAR."

Commissioner Cuddy moved, and Commissioner McGill seconded that this expression of good wishes be spread upon the minutes and further that a copy of the aforementioned remarks be sent to each branch and department, expressing the Commission's best wishes for a very Happy Yuletide Season.

It was so ordered.

BUILDINGS, CONSTRUCTION & MAINTENANCE

Commissioner Mohr informed the Commission that the Building, Construction and Maintenance Committee inspected the installation of fluorescent lights in the Reading Room and she submitted the following resolution:

RESOLVED that in accord with the Communication for the Bureau of Heat, Light and Power, dated November 19, 1951, the Hampton Electric and Manufacturing Company has fulfilled all the conditions and specifications of their contract; and be it

FURTHER RESOLVED that the Bureau of Heat, Light and Power be authorized to pay Hampton Electric and Manufacturing Company in full for their work under this contract.

It was so ordered.

PLANNING & DEVELOPMENT COMMITTEE

Commissioner Cuddy read a communication from the Sunset Community Improvement Club petitioning the Library Commission to include in the Sunset Community Center a branch library, as originally planned.

The Chair referred this matter to the Planning & Development Committee.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Graves moved and Commissioner Bresee seconded that the Commission approve the list of expenditures for November and estimated expenditures for December as follow:

	NOVEMBER	DECEMBER
Salaries	$53943.26	$54000.00
Contractual Services	960.71	3500.00
Gas & Electricity	1500.00	1600.00
Material & Supplies	800.00	500.00
Books & Bindery Material	6527.96	5000.00
Fixed Charges	140.00	25.00
Retirement Allowances	5183.00	5183.00
Rents	430.00	430.00
Window Washing	175.00	175.00
Telephone & Telegraph	120.00	120.00
Fidelity Insurance	20.00	-
Fuel & Oils	67.95	65.00
	$69867.88	$70598.00

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #25

RESOLVED that a Departmental Work Order in the amount of $1500.00 be issued to the Department of Public Works for miscellaneous repair to the Main Library and branches for the period from January 1, 1952 to March 31, 1952.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #26

RESOLVED that a Departmental Work Order in the amount of $1400.00 be issued to the Department of Public Works for the services of a painter and material for the period from January 1, to March 31, 1952.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

BUILDINGS, CONSTRUCTION & MAINTENANCE

Commissioner Mohr informed the Commission that the Building, Construction and Maintenance Committee inspected the installation of fluorescent lights in the Reading Room and she submitted the following resolution:

RESOLVED that in accord with the Communication for the Bureau of Heat, Light and Power, dated November 19, 1951, the Hampton Electric and Manufacturing Company has fulfilled all the conditions and specifications of their contract; and be it

FURTHER RESOLVED that the Bureau of Heat, Light and Power be authorized to pay Hampton Electric and Manufacturing Company in full for their work under this contract.

It was so ordered.

PLANNING & DEVELOPMENT COMMITTEE

Commissioner Cuddy read a communication from the Sunset Community Improvement Club petitioning the Library Commission to include in the Sunset Community Center a branch library, as originally planned.

The Chair referred this matter to the Planning & Development Committee.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Graves moved and Commissioner Bresee seconded that the Commission approve the list of expenditures for November and estimated expenditures for December as follow:

	NOVEMBER	DECEMBER
Salaries	$53943.26	$54000.00
Contractual Services	960.71	3500.00
Gas & Electricity	1500.00	1600.00
Material & Supplies	800.00	500.00
Books & Bindery Material	6527.96	5000.00
Fixed Charges	140.00	25.00
Retirement Allowances	5183.00	5183.00
Rents	430.00	430.00
Window Washing	175.00	175.00
Telephone & Telegraph	120.00	120.00
Fidelity Insurance	20.00	-
Fuel & Oils	67.95	65.00
	$69867.88	$70598.00

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #25

RESOLVED that a Departmental Work Order in the amount of $1500.00 be issued to the Department of Public Works for miscellaneous repair to the Main Library and branches for the period from January 1, 1952 to March 31, 1952.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #26

RESOLVED that a Departmental Work Order in the amount of $1400.00 be issued to the Department of Public Works for the services of a painter and material for the period from January 1, to March 31, 1952.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #27

RESOLVED that a Departmental Work Order in the amount of $50.00 be issued to the Purchasing Department for reproduction work for the period from January 1, 1952 to March 31, 1952.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #28

RESOLVED that a Departmental Work Order in the amount of $250.00 be issued to the Retirement System for estimated charges for Compensation Insurance benefits for the period from January 1, 1952 to March 31, 1952.

Commissioner Graves moved and Commissioner Vayssie seconded that the Commission approve the list of books on Californiana, in the amount of $77.25, as submitted by the Librarian, be purchased from the Phelan Bequest Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner Bresee seconded that the Commission approve the list of books on economic and political subjects in the amount of $735.68 as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner Markowitz seconded that the Commission approve the list of books on journalism, in the amount of $14.17 as submitted by the Librarian be purchased from the Edward T. Leech Memorial Fund. Unanimously approved.

WELFARE OF EMPLOYEES

Commissioner Dettmering reported progress and referred to the resolution adopted by the Commission pertaining to the Civil Service Commission's Salary and Wage Survey Staff Report of December 5, 1951.

COMMUNICATIONS

From Eugene J. Riordan - statement of November rental collected from the Library Annex, 45 Hyde Street.

Place on file.

From A. I. Mihalakis - payment for books borrowed from the Public Library.

refer to City Librarian.

There being no further business to come before the Commission, the meeting was adjourned to Tuesday, January 8,1952.

J. J. Allen

J. J. Allen, Secretary

January 8, 1952

Proceedings of the adjourned meeting of the Library Commission, held Tuesday, January 8, 1952 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Hart presiding.

On roll call the following were noted present: Commissioners Ames, Bresee, Cuddy, Dettmering, Graves, Hart, La Place, McGill, Mohr, and Vayssie, and Markowitz.

The minutes of the previous meeting were approved.

The City Librarian reported on the proposed budget for the Library Department for the fiscal year 1952-53.

Following approval of each appropriation seriatim, on motion duly made, seconded and unanimously passed, the following proposed budget requests for 1952-53 were approved.

	Budget 1951-52	Commission's Request 1952-53	Increase
Permanent Salaries	$509,852	$568,314	$ 58,462
Allowance for Overtime	500	1,000	500
Temporary Salaries	5,000	5,000	-0-
Wages	167,644	182,644	15,000
Contractual Services	49,960	91,935	41,975
Binding	45,000	50,000	5,000
Heat, Light & Power	19,333	21,144	1,811
Material & Supplies	15,900	22,000	6,100
Books & Binding Material	105,500	175,000	69,500
Equipment	16,700	25,817	9,117
Conveyor System	-	25,000	25,000
Fixed Charges	8,275	8,675	400
Retirement Charges	62,220	68,206	5,986
Lighting	-	5,000	5,000
Building	-	300,000	300,000
Alterations - Main Library	-	46,500	46,500
Land (unallocated)	-	75,000	75,000
	$1,005,884	$1,671,235	$665,351

The City Librarian referred to a voluminous report on the Diamond Heights Re-development Area, and recommended that this report be reviewed by the Planning and Development Committee with the possibility of including a branch library site in this area.

It was so recommended.

The City Librarian informed the Commission that Mr. Nat Schmulowitz has made an additional contribution of books to the Schmulowitz Collection of Wit and Humor, and that an acknowledgment of appreciation will be sent the donor for his generosity in this matter.

LIBRARY OPERATIONS COMMITTEE

Commissioner Markowitz informed the Commission that the Bernal Boosters, Inc. has requested permission to use the basement room in the Bernal Branch Library for regular business meetings.

On motion duly made, seconded and unanimously approved, the Bernal Boosters, Inc. was granted permission to conduct business meetings in the basement room of the Bernal Branch Library with certain stipulations as to length of occupancy and responsibility in case of accident or injury.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Cuddy referred to communications from Mr. Sherman P. Duckel, Director of Public Works, and the architectural firm of Appleton and Wolford respectively, regarding the proposed Marina Branch Library.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #29

RESOLVED that the Library Commission concur in the recommendation of the Director of Public Works to appoint the architectural firm of Appleton and Wolford to prepare plans and specifications for the proposed Marina Branch Library; and be it

FURTHER RESOLVED that in addition to the regular architectural fee of seven per cent, the sum of $1,500 be approved for the preparation of a development plan and site studies.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Graves moved and Commissioner La Place seconded that the Commission approve the list of expenditures for December and estimated expenditures for January as follow:

	Expended December 1951	Estimated Expenditures January 1952
Salaries	$55,960.19	$54,000.00
Contractual Services	748.85	3,500.00
Binding	13,075.00	-0-
Gas & Electricity	1,500.00	1,600.00
Material & Supplies	377.56	500.00
Books & Bindery Materials	8,447.51	5,000.00
Equipment	160.00	-0-
Fixed Charges	10.15	25.00
Retirement Allowances	4,400.00	4,400.00
Rents	430.00	430.00
Window Washing	413.40	175.00
Telephone & Telegraph	120.00	120.00
Fuel & Oil	65.00	65.00
Fidelity Insurance	20.00	-0-
	$85,757.66	$69,815.00

Commissioner Graves moved and Commissioner La Place seconded that the Commission approve the list of books on economic and political subjects in the amount of $450.40, as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner Vayssie seconded that the Commission approve the list of books on Californiana, in the amount of $218.02, as submitted by the Librarian, be purchased from the Phelan Bequest Fund. Unanimously approved.

Commissioner Graves moved and Commissioner McGill seconded that the Commission approve the list of books on Latin America, in the amount of $13.20, as submitted by the Librarian, be purchased from the Pan-American Society, Inc. Book Fund. Unanimously approved.

Commissioner Graves moved and Commissioner Bresee seconded that the Commission approve the list of books on journalism, in the amount of $3.29, as submitted by the Librarian, be purchased from the Edward T. Leech Memorial Fund. Unanimously approved.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Dettmering informed the Commission that due to the re-organization of certain departments in the Main Library, staff representatives from the Civil Service Commission will call upon the Librarian to discuss proposed changes in classification and duties of positions designated in the re-organizational plan.

Commissioner Markowitz spoke of the resignation of Commissioner Ralph J. McGill, and he presented the following resolution of commendation:

WHEREAS the Library Commission has learned with deep regret that Commissioner Ralph J. McGill has resigned from the San Francisco Public Library Commission; and

WHEREAS the close and pleasant association which the members of this Commission have enjoyed with Commissioner McGill in the rendition of service to the citizenry of our community and because of his untiring effort in the vineyard of civic affairs, and for his fine judgment and sincerity of purpose, we, his collegues, wish to commend him and extend our sincerest wishes for his well-deserved, continued success not only in public affairs, but in his private life as well; and now, therefore be it

RESOLVED that this expression of commendation be spread upon the minutes of the Library Commission, and a suitably engrossed copy be presented to Commissioner Ralph J. McGill.

Unanimously approved.

COMMUNICATIONS

From Eugene J. Riordan, statement of rentals collected from the U. S. Government for the Library Annex, 45 Hyde Street, for November 1951.

There being no further business to come before the Commission, the meeting was adjourned to Tuesday, January 22, 1952.

J. J. Allen, Secretary

January 22, 1952

Proceedings of the adjourned meeting of the Library Commission, held Tuesday, January 22, 1952 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Hart presiding.

On roll call the following were noted present: Commissioners Ames, Cuddy, Graves, Hart, La Place, Mohr, O'Dowd, Markowitz and Vayssie. Absent: Commissioners Bresee and Dettmering.

UNFINISHED BUSINESS

The City Librarian reported on revisions made to the Library Department's proposed Budget since the January 8 meeting, and following approval of each appropriation seriatim, on motion duly made, seconded and unanimously approved, the following revised budget request for 1952-53 was approved.

LIBRARY DEPARTMENT BUDGET

1952-1953

	Budget 1951-1952	Commission's Request 1952-1953	Increase in 1951-1952 Budget
Permanent Salaries	$509,852	$575,814	$ 65,962
Allowance for Overtime	500	1,000	500
Temporary Salaries	5,000	5,000	--
Wages	167,644	182,644	15,000
Contractual Services	49,960	113,935	63,975
Binding	45,000	50,000	5,000
Heat, Light & Power	19,333	24,300	4,967
Material & Supplies	15,900	22, 000	6,100
Books & Binding Material	105,500	175,000	69,500
Equipment	16,700	25,817	9,117
Conveyor System	--	25,000	25,000
Fixed Charges	8,275	8,675	400
Retirement Charges	62,220	69,129	6,909
Lighting	--	5,000	5,000
Building	--	300,000	300,000
Alterations-Main Library	--	46,500	46,500
Land-Unallocated	--	75,000	75,000
	$1,005,884	$1,704,814	$698,930

Commissioner Mohr informed the Commission that a statewide observance of "Library Week" will be held from March 10-16, 1952; and further that plans are being formulated to stage exhibits, special events, radio and television presentations, as well as to send speakers to the various luncheon clubs in the city, proclaiming this event. The theme of Library Week will be "American Heritage."

Commissioner Mohr concluded her report by stating that a "Friends of Libraries" meeting has been tentatively scheduled for Monday evening, March 10, 1952.

The City Librarian informed Commissioner Mohr of the possibility of the Roxborough Club joining with the "Friends of Libraries" in planning a program for this particular evening.

NEW BUSINESS

Commissioner Ames spoke on the resignation from the Library Commission of First Vice-President Ralph J. McGill, and on motion of Commissioner Ames, seconded by Commissioner Mohr, Second Vice-President Markowitz was nominated and unanimously elected First Vice-President.

The Chair declared nominations for Second Vice-President were in order, and on motion of Commissioner Markowitz, seconded by Commissioner Mohr, Commissioner Cuddy was nominated and unanimously elected.

Commissioner Ames moved, and Commissioner Markowitz seconded that the Library Commission submit to the American Library Association the name of Commissioner Mohr of the San Francisco Library Commission, as a nominee for the A.L.A. Trustee Citation Award for 1952, for her outstanding work in behalf of the San Francisco Public Library in particular and for her efforts in advancing library service throughout the State of California; and further, that the City Librarian be directed to compile a record of her achievements for transmittal to the American Library Association's Committee on Trustee Citation.

It was so ordered.

President Hart, on behalf of the Library Commission, welcomed Mr. Paul T. O'Dowd to membership in the Library Commission, succeeding Commissioner Ralph J. McGill, resigned.

There being no further business to come before the Commission, the meeting was adjourned.

J. J. Allen, Secretary

February 5, 1952

Proceedings of the regular meeting of the Library Commission held Tuesday, February 5, 1952 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Hart presiding.

On roll call the following were noted present: Commissioners Cuddy, Dettmering, Graves, Hart, La Place, Markowitz, Mohr, O'Dowd, and Vayssie. Absent due to illness, Commissioner Ames.

The minutes of the previous meeting were approved and placed on file.

The regular order of business was suspended to hear Mrs. Jeanette Wickwire, Secretary of the Sunset Youth Council, Mrs. Jane Dahl, President of the Great Highway Club, Mrs. Lloyd Kirkiby, Holy Name Mothers' Club, Mrs. Daniel P. Link, Francis Scott Key P. T. A., Mr. John Lyons, Executive Secretary of the S. F. Youth Council, and residents of the Outer Sunset District, relative to the Library Commission's position regarding placing library facilities in the proposed Sunset Community Center, as originally planned.

After a lengthy discussion by the proponents of this project, Mr. John Lyons presented a petition containing approximately 3500 signatures of residents of the Outer Sunset area, requesting that the Commission reconsider its action and include a branch library in the proposed Sunset Community Project.

The Chair introduced Commissioner John J. Cuddy, Chairman of the Planning and Development Committee, who presented the views and ideas of the Commission regarding its decision to withdraw from the Sunset Community Project, and he emphasized the fact that no definite decision has been made as yet regarding the location of a branch library in the Outer Sunset area, as continuing studies are being made by the Committee. Commissioner Cuddy concluded his remarks by citing the problems confronting the Commission regarding extended library service, and welcomed suggestions or ideas from the group to assist the Committee in its deliberations.

Commissioner Mohr informed the group that the trend in modern library planning is to locate facilities close to business and shopping areas, "where the people are." An excellent example is the new Parkside Branch Library, situated on the fringe of the business area, and enjoying tremendous circulation.

The Chair expressed the appreciation of the Commission to the representatives of the Outer Sunset District for their attendance at this meeting, and referred this matter to the Planning and Development Committee for further investigation and report.

The regular order of business was resumed.

LIBRARY OPERATIONS COMMITTEE

Commissioner Markowitz reported progress.

PUBLIC LIBRARY WEEK

Commissioner Mohr informed the Commission of plans and preparations for Library Week, March 10-16, 1952, and concluded her report by stating that a "Friends of Library" meeting has been planned for Monday evening, March 10, 1952. Honorable Elmer E. Robinson, Mayor of San Francisco has consented to speak on "The American Heritage of Freedom." A reception will follow in the Commissioners' Room.

FINANCE, AUDIT & BUDGET COMMITTEE

Commissioner Graves moved, and Commissioner Vayssie seconded that the Commission approve the list of expenditures for January and estimated expenditures for February as follow:

	Expended January 1952	Est. Expend. February 1952
Salaries	$54107.85	$54000.00
Contractual Services	5761.84	500.00
Binding	-0-	-0-
Gas & Electricity	2000.00	1800.00
Material & Supplies	617.39	1000.00
Books & Bindery Materials	9137.07	5000.00
Equipment	1000.00	500.00
Fixed Charges	103.00	25.00
Retirement Allowances	4400.00	4400.00
Rents	430.00	430.00
Window Washing	533.40	175.00
Telephone & Telegraph	120.00	120.00
Fuel & Oil	365.35	65.00
Fidelity Insurance	-0-	-0-
	$78575.90	$68,015.00

Commissioner Graves moved and Commissioner La Place seconded that the Commission approve the list of books on economic and political subjects in the amount of $1519.52, as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund. Unanimously approved.

Commissioner Graves moved and Commissioner Markowitz seconded that the Commission approve the list of books on Californiana, in the amount of $38.82, as submitted by the Librarian, be purchased from the Phelan Bequest Fund. Unanimously approved.

On motion duly made, seconded, and unanimously passed, the following resolution was approved:

RESOLUTION #30

Resolved that the sum of $400 be transferred from Contractual Services to the credit of Repair to Automobile Equipment to cover charges on the repair of the ford truck damaged in accident with municipal bus.

On motion duly made, seconded, and unanimously passed, the following resolution was adopted:

RESOLUTION #31

Resolved that an Interdepartmental Work Order (additional) be issued to the Department of Public Works in the amount of $1,000 to cover repairs to the Main Library and branches for the period ending March 31, 1952.

On motion duly made, seconded,and unanimously passed, the following resolution was adopted:

RESOLUTION #32

Resolved that the sum of $1,000 be transferred from the surplus existing in the Retirement Allowance appropriation to the credit of Compensation Insurance to cover charges against William Fredericks, C104 Janitor (PT) who was injured while on duty at Presidio Branch.

On motion duly made, seconded and unanimously passed, the following resolution was adopted:

RESOLUTION #33

Resolved that an Interdepartmental Work Order in the amount of $1,000 be issued to the Retirement System to cover the additional charges of Compensation Insurance for the period ending March 31, 1952 due to the injury of William Fredericks.

Commissioner Graves spoke on the status of the cash account in the Fuhrman Bequest Fund, and the possibility of re-investing $14,000 in U. S. Treasury notes or bonds.

Commissioner Graves recommended that the matter of re-investing this amount in government securities be held in abeyance until the next regular meeting of the Commission. It was so ordered.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Dettmering reported that the Civil Service Commission has recommended pay increases in the various classifications of professional, clerical and maintenance employees of the Library Department, ranging from $10 to $25 per month, andfurther that these recommendations have been referred to the Honorable Board of Supervisors in accord with the salary standardization provisions of the Charter.

President Hart informed the Commission of his resignation from the Library Commission, effective February 6, 1952, and expressed thanks and appreciation for the cooperation extended to him during his four years as president of the Library Commission.

Commissioner Markowitz, speaking on behalf of the members of the Commission, presented the following resolution of commendation.

WHEREAS the Library Commission has learned with deep regret that Commissioner George D. Hart has resigned from the San Francisco Public Library Commission; and

WHEREAS as President of this Commission for a period of four years from nineteen hundred and forty eight to nineteen hundred and fifty two, Commissioner Hart has conducted the affairs of the Library Commission in a most efficient manner; and

WHEREAS his tolerance, patience and understanding, while representing the citizenry of our community, have been an inspiration to the members of this Commission, and, therefore, earned their esteem and deepest appreciation; now, therefore, be it

RESOLVED That we, his colleagues, do commend him and extend our best wishes for his well-deserved, continued success not only in public affairs, but in his private life as well; and be it

FURTHER RESOLVED that this expression of commendation be spread upon the minutes of the Library Commission, and a suitably engrossed copy presented to Commissioner George D. Hart.

On motion duly made, seconded and unanimously approved, the foregoing resolution of commendation was approved.

COMMUNICATIONS

From S. F. Disaster Council re: Alterations necessary to provide safety from glass fragments in designated air raid shelters in branch library buildings.

Await further information from Admiral A. B. Cook, Director, as to the intent of Congress to provide funds on a matching basis to perform this work.

From S. F. Youth Council re: Placing branch library in Sunset Community Center.

Refer to minutes.

There being no further business to come before the Commission the meeting was adjourned.

J. J. Allen, Secretary

ELMER E. ROBINSON, MAYOR

LIBRARY COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

OFFICERS

1952

President	Sam Markowitz
1st Vice President	John J. Cuddy
2nd Vice President	Alden Ames

STANDING COMMITTEES

PLANNING & DEVELOPMENT

Cuddy, Chairman
Ames
Dettmering
Mohr
Vayssie

WELFARE OF EMPLOYEES

Dettmering, Chairman
Allen
La Place
Fischer

FINANCE, AUDIT & BUDGET

Graves, Chairman
O'Dowd
Vayssie

LIBRARY OPERATION

La Place, Chairman
Ames
Graves
Fischer

BUILDING, CONSTRUCTION & MAINTENANCE

Vayssie, Chairman
Allen
Cuddy
Dettmering

PUBLIC RELATIONS & PROMOTION

Mohr, Chairman
Cuddy
La Place
O'Dowd

JUDICIARY COMMITTEE

Ames, Chairman
Graves
Mohr

March 6, 1952

Proceedings of the postponed meeting of the Library Commission held Thursday, March 6, 1952 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., Vice-President Markowitz presiding. The Oath of Allegiance to the Flag was recited.

On roll call the following were noted present: Commissioners Allen, Ames, Dettmering, Graves, La Place, Markowitz, Mohr, O'Dowd and Vayssie. Absent: Commissioner Cuddy, due to illness.

The minutes of the previous meeting were approved.

The regular order of business was suspended to introduce Mrs. B. Metro, John Falge and P. R. Faymonville, Members of the Education, Schools and Libraries Committee of the Grand Jury.

The Chair welcomed the members of the Grand Jury and expressed the hope that this Committee will attend future meetings to learn of the problems and objectives of the Library Department.

Commissioner Markowitz commended former Commissioner George D. Hart for his tolerance and understanding of the Library Department's problems, and for his counsel and advice to the members of the Commission while president of the Library Commission from 1948 to 1952; and presented him with a gavel as a token of the esteem in which he was held by his fellow commissioners.

The regular order of business was resumed.

The City Librarian, in his report, informed the Library Commission that the Library Department's budget for 1952-53, as approved by the Commission, was before His Honor, Mayor Elmer E. Robinson for study and consideration.

The City Librarian advised the Commission that further curtailment of hours of operation in the Library Department will become mandatory if the supplemental budget request in the amount of $6,000 now before the Honorable Mayor and Board of Supervisors is not approved.

The City Librarian informed the Commission that Miss Bertha Luschnat, Librarian of Bay View Branch for twenty-six years, passed away on February 28, 1952, and further that Mrs. Elizabeth Parker, Head Librarian of Park Branch, and an employee of the Department for twenty-nine years, retired on February 23, 1952.

The Chair directed the Secretary to express the sympathy of the Commission to the bereaved relatives and friends of Miss Luschnat and further that a resolution of commendation be presented to Mrs. Elizabeth Parker for her long and faithful service to the citizenry of the community in general and the Library Department in particular.

The Chair, on behalf of the Commission, welcomed Mr. James F. Allen to membership in the Library Commission, succeeding Commissioner Ivan Bresee, resigned.

The election of officers for the ensuing year was declared in order by the Chair.

Nominations for president were declared in order, and on motion of Commissioner Vayssie, seconded by Commissioner Ames, Commissioner Markowitz was nominated and unanimously elected.

Nominations for Vice-president were declared in order and on motion of Commissioner La Place, seconded by Commissioner Dettmering, Commissioner Cuddy was nominated and unanimously elected.

Nominations for second-vice-president were declared in order and on motion of Commissioner Vayssie, seconded by Commissioner O'Dowd, Commissioner Ames was nominated and unanimously elected.

Commissioner Allen requested to be excused, and retired from the meeting.

LIBRARY OPERATIONS COMMITTEE

Commissioner La Place referred to a communication from the Anti-Defamation League of B'Nai B'Rith, regarding permission to conduct a Children's Story hour at Parkside Branch Library, and at a later date to expand this project to include other branch libraries in the system.

The Chair directed the City Librarian to reply to this communication stating the policy formerly established by the Commission regarding requests of this nature.

Commissioner La Place brought to the attention of the Commission the request of the Great Books Foundation to obtain space for weekly discussion groups, preferably in the Commissioners' Room and former Great Books Room.

The Chair directed the City Librarian to reply to this Communication, with the recommendation that this group follow the usual procedure practiced by other organizations requesting space in the Public Library.

Commissioner La Place concluded her report by informing the Commission that Mrs. Aneta T. Beckman, Principal, Alvarado School, has requested permission to utilize the Noe Valley Branch Library as an air raid shelter for school children.

Commissioner La Place stated that the Disaster Corps has made a survey of branch libraries for this purpose but has not as yet designated branch libraries as public air raid shelters.

The Chair directed the Secretary to contact the Disaster Corps regarding this request and to inform the Commission and Mrs. Beckman of the Disaster Corps' recommendation regarding the use of the Noe Valley Branch Library as a public air raid shelter.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Mohr, in the absence of Commissioner Cuddy, presented a preliminary site plan for the proposed Marina Branch Library, prepared by the architectural firm of Appleton & Wolford, and she stated that sketches of this proposed branch will follow in the near future.

The Chair referred this matter to the Planning and Development Committee for review and recommendations.

Commissioner Mohr concluded her report by presenting the following resolution:

RESOLUTION #37

RESOLVED that the Library Commission appoint the architectural firm of Appleton & Wolford to prepare drawings, specifications and preliminary estimate of cost; and give general architectural and engineering supervision for the construction of the proposed Marina Branch Library, at an estimated cost not to exceed $150,000.

On motion duly made, seconded, the foregoing resolution was adopted.

Commissioner O'Dowd declined to vote.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Graves moved and Commissioner Vayssie seconded that the Commission approve the list of expenditures for February and estimated expenditures for March as follow:

	Expended-February 1952	Estimated Expenditures March 1952
Salaries	$52432.01	$52000.00
Contractual Serv.	572.42	3500.00
Binding	-0-	-0-
Gas & Electricity	2000.00	1800.00
Material & Supplies	822.66	1000.00
Books etc.	13062.86	5000.00
Equipment	471.79	500.00
Fixed Charges	-0-	25.00
Retirement All.	4400.00	4400.00
Rents	430.00	430.00
Window Washing	175.00	175.00
Telephone & Tel.	120.00	120.00
Fuel & Oil	366.77	65.00
	$74853.51	$69015.00

On motion duly made, seconded and unanimously passed, the following resolution was adopted:

RESOLUTION #34

RESOLVED that a Departmental Work Order in the amount of $1500. be issued to the Department of Public Works for miscellaneous repair to the Main Library and branches for the period from April 1, 1952 to June 30, 1952.

On motion duly made, seconded and unanimously passed, the following resolution was adopted:

RESOLUTION #35

RESOLVED that a Departmental Work Order in the amount of $1400. be issued to the Department of Public Works for the services of a painter and material for the period from April 1, 1952 to June 30, 1952.

On motion duly made, seconded and unanimously passed, the following resolution was adopted:

RESOLUTION #36

RESOLVED that a Departmental Work Order in the amount of $50. be issued to the Purchasing Department for reproduction work for the period from April 1, 1952 to June 30, 1952.

Commissioner Graves moved and Commissioner La Place seconded that the Commission approve the list of books on economic and political subjects in the amount of $606.46, as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund.

Unanimously approved.

Commissioner Graves moved, and Commissioner Ames seconded that the Commission approve the list of books on Californiana, in the amount of $27.50, as submitted by the Librarian, be purchased from the Phelan Bequest Fund.

Unanimously approved.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Dettmering presented a request by the Staff Association to send a member to the American Library Association Convention in New York City, June 29-July 5, 1952, as a delegate from the San Francisco Public Library.

The Chair referred this Communication to the City Librarian for report and recommendation.

CALIFORNIA LIBRARY WEEK

Commissioner Mohr stated that plans for the celebration of Library Week, March 10-16, 1952, will include radio, television, newspaper and magazine publicity, a proclamation by His Honor, Mayor Elmer E. Robinson, and numerous exhibits, special programs, etc. held at the Main Library and various branches. The outstanding event of the week will take place on Monday evening with the "Friends of the Library" meeting at the Main Library. His Honor, Mayor Elmer E. Robinson will speak on "The American Heritage" followed by a reception in the Commissioners' Room.

Commissioner Mohr spoke of the excellent work done by Miss Ann Farrell and her committee in arranging the various events and exhibits as well as radio and television programs during the celebration of Library Week.

The Chair commended Commissioner Mohr, Miss Farrell and members of their committee for their untiring efforts on behalf of the San Francisco Public Library to make possible a most successful celebration of California Library Week.

Commissioner O'Dowd informed the Commission of possible library sites for an Outer Sunset Branch Library, and stated that vacant stores located at 45th Avenue and Judah Street, 41st Avenue and Judah Street, 45th Avenue and Moraga Street, and 31st Avenue and Noriega Street, are available for branch library purposes.

The Chair thanked Commissioner O'Dowd for his time and effort and referred this matter to the Planning and Development Committee for investigation and report.

Commissioner Markowitz expressed his appreciation to the members of the Commission for his election as President, and appointed the following chairmen to head the standing committees:

Cuddy - Planning and Development
La Place - Library Operation
Dettmering - Welfare of Employees
Vayssie - Building, Construction and Maintenance
Graves - Finance, Audit and Budget
Mohr - Public Relations and Promotion
Ames - Judiciary

Commissioner Markowitz concluded his remarks by informing the Commission that the list of members of the various standing committees will be made available to the Library Commission at an early date.

There being no further business to come before the Commission, the meeting was adjourned.

Secretary

April 2, 1952

Proceedings of the regular meeting held Tuesday, April 1, 1952 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Markowitz presiding.

The Oath of Allegiance to the Flag was recited.

On roll call the following were noted present: Commissioners Allen, Cuddy, Dettmering, Graves, La Place, Markowitz, Mohr, O'Dowd and Vayssie. Absent, Commissioner Ames.

The regular order of business was suspended to hear Miss Ann Farrell, Public Relations member of the Library Department, report on the activities and functions of her department, with particular emphasis on the recently concluded California Library Week celebration, held March 10-16, 1952. She concluded her report by directing the attention of the Commission to the "Fifty Books of the Year" display in the Max Kuhl Room, the educational movies in the Assembly Room every Thursday afternoon and evening, as well as the numerous exhibits and displays arranged by her department through the year.

President Markowitz, on behalf of the Commission, thanked Miss Farrell for her interesting and informative report, and excused her from the meeting.

The Chair introduced Mr. Jack Davis and Mr. Warner Shippee, representing Mr. James Lash, Director of the Redevelopment Agency. In their discussion of the Diamond Heights Redevelopment Project, they presented detailed topographical maps, elevation sketches, architectural drawings of proposed buildings, and procedures necessary to acquire and finance the project. At the close of their presentation, a resolution endorsing this project as well as committing the Library Department to acquire a site for a proposed branch library was presented for approval.

On motion of Commissioner Dettmering, seconded by Commissioner La Place, and unanimously approved, this resolution was referred to the Planning and Development Committee for modification or revision, and further that this Committee have power to act in this matter prior to April 14, 1952.

The Chair welcomed Mrs. B. Metro, John Falge and P. R. Faymonville, members of the Education, Schools and Libraries Committee of the Grand Jury.

The regular order of business was resumed.

The minutes of the previous meeting were approved.

The City Librarian informed the Commission of continuing discussions with Mr. Grubb, the Mayor's Administrative Assistant, on matters pertaining to the Library Department's budget for 1952-53, and the necessity for a supplemental budget request in the amount of $10,230, to provide necessary funds to cover increases in salaries and retirment allowances made mandatory by the Salary Standardization provisions of the Charter.

On motion of Commissioner Vayssie, seconded by Commissioner O'Dowd and unanimously approved, the following resolution was adopted:

RESOLUTION # 38

Resolved that a supplemental budget request in the amount of $10,230, to provide for the increase in the Wages Appropriation of $7,513, and the retirement allowance in the amount of $2,717, made mandatory by the Salary Standardization provisions of the Charter, be prepared for submission to the Honorable Mayor and Board of Supervisors.

LIBRARY OPERATIONS COMMITTEE

Commissioner La Place informed the Commission that the S. F. Disaster Corp does not recommend the use of the Noe Valley Branch Library as an air raid shelter for the children of the Alvarado School as requested by the principal, Mrs. Aneta Beckman.

Commissioner Cuddy recommended that the Secretary call upon Mrs. Beckman regarding the decision of the Disaster Corp in this matter.

PLANNING & DEVELOPMENT COMMITTEE

Commissioner Cuddy referred to a communication addressed to the City Librarian regarding the selection of a site for the proposed North Beach Branch Library, and an invitation for the City Librarian to discuss this matter at a regular meeting of the North Beach Merchants' Association to be held on April 21, 1952.

Commissioner Cuddy recommended that the City Librarian attend this meeting and present the ideas and viewpoints of the Library Commission in this matter.

Commissioner Cuddy informed the Commission that the Sunnyside Improvement Club, in a communication dated March 22, 1952, requested a branch library in rented quarters as a temporary measure pending construction of permanent library facilities in that district.

Commissioner Cuddy, through the Chair, recommended that the Secretary reply to this communication stating the Commission's position in regard to extended neighborhood branch library service and facilities. It was so recommended.

Commissioner Cuddy concluded his report by informing the Commission of a meeting held with the architectural firm of Appleton and Wolfard at the site of the proposed Marina Branch Library in Funston Playground, and directed the attention of the Commission to the preliminary site plans prepared for this proposed branch library.

Commissioner Cuddy added that this proposed unit, as envisioned by the Committee and architects, will harmonize with the surrounding area, and that the next step is the preparation of preliminary elevation sketches for transmittal to the Park-Recreation Commission for its review and recommendations.

FINANCE, AUDIT & BUDGET COMMITTEE

Commissioner Graves moved and Commissioner Vayssie seconded that the Commission approve the following list of expenditures for March and estimated expenditures for April:

	Expended March 1952	Est. Expend. April 1952
Salaries	$54000.00	$52000.00
Contractual Services	3285.57	1000.00
Binding	11025.00	-0-
Gas & Electricity	2000.00	1800.00
Material & Supplies	1000.00	1000.00
Books & Binding Materials	10000.00	5000.00
Equipment	11.33	200.00
Fixed Charges	500.00	280.00
Retirement Allowances	4400.00	4400.00
Rents	430.00	430.00
Window Washing	771.80	175.00
Telephone & Telegraph	120.00	120.00
Fuel & Oil	65.00	65.00
	$87608.70	$66470.00

Commissioner Graves moved and Commissioner O'Dowd seconded that the Commission approve the list of books on Californiana in the amount of $32.17, as submitted by the Librarian, be purchased from the Phelan Bequest Fund. Unanimously approved.

Commissioner Graves moved and Commissioner Dettmering seconded that the Commission approve the list of books on journalism in the amount of $2.65, as submitted by the Librarian, be purchased from the Edward T. Leech Memorial Fund. Unanimously approved.

Commissioner Graves concluded his report by presenting the following resolution.

RESOLUTION #39

RESOLVED that the Library Commission waive the present rule on the time limitation of refunds for the expired Library Deposit Card #1578, and direct the Controller to issue a warrant in the amount of $5.00 to Mrs. George Kerekes, 149 Lunado Way.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Dettmering informed the Commission of the American Library Association Convention to be held in New York City June 29-July 5, 1952, and presented the following resolution:

RESOLUTION # 40

RESOLVED that the City Librarian, Laurence J. Clarke, Commissioner Mrs. J. Henry Mohr, and a member of the Library Staff Association be permitted to attend the annual convention of the American Library Association in New York City, June 29-July 5, 1952, as delegates from the San Francisco Public Library, contingent on the availability of funds; and be it

FURTHER RESOLVED that travelling expenses incurred be paid from city funds in accord with Ordinance 4942, Series 1939, adopted April 15, 1948.

On motion of Commissioner Vayssie, seconded by Commissioner La Place, the foregoing resolution was unanimously approved.

PUBLIC RELATIONS & PROMOTION COMMITTEE

Commissioner Mohr spoke on the Friends of Library meeting held during California Library Week, and submitted a detailed financial statement, showing a surplus of $42.46, which will be utilized for future affairs of the Friends of the Library.

Commissioner Mohr stated that this fund to finance the reception following the meeting was made possible by the cooperation of the staff in the sale of refreshments.

The Chair directed the Secretary to express the appreciation of the Library Commission to the staff for their cooperation and financial assistance in this matter. It was so ordered.

Commissioner Mohr read a communication from the League of Women Voters thanking the Commission and Librarian for the use of facilities in the Library for their program on March 19, 1952.

Commissioner Mohr reported on her attendance at the Golden Gate District meeting of the C.L.A. at Berkeley on March 29, 1952. The main topic of discussion was "State Aid to Public Libraries."

Commissioner Mohr concluded her remarks by distributing to the Commission a selected bibliography of required reading for Library Commissioners, compiled by Maryann M. Esteves of the Catalog Department.

COMMUNICATIONS

From American Civil Liberties Union re: Question of removing "U.S.A. - Confidential" from shelves of the Library.

Librarian Clarke informed the Commission of his reply, and the Chair directed that this correspondence be placed on file.

From Rude Construction Company re: offer for lease, stores suitable for branch library purposes located on 31st, 32d, 44th and 45th Avenues at a rental of $150 per month.

The Chair referred this matter to the Planning & Development Committee.

From Pan-American Society re: Invitation to participate in Pan-American Day ceremonies at the City Hall on April 14, 1952.

The Chair referred this matter to the City Librarian for acknowledgment and acceptance.

There being no further business to come before the Commission, the meeting was adjourned.

Secretary

April 9, 1952

Proceedings of the special meeting of the Library Commission held Tuesday, April 8, 1952 at 4:00 p.m. in the Commissioners' Room, Main Library. The meeting was called to order at 4:00 p.m., with President Markowitz presiding. The Oath of Allegiance was recited.

On roll call the following were noted present: Commissioners Cuddy, Graves, La Place, Markowitz, O'Dowd and Vayssie. Absent, Commissioners Allen, Ames, Dettmering and Mohr.

Subject of the meeting: Discussion of a supplemental budget request to provide library facilities and services to the residents of the Outer Sunset District.

The City Librarian informed the Commission of his discussion with Mr. George Grubb, the Mayor's Administrative Assistant, relative to the Library Department's budget requests for the year 1952-53, and of Mr. Grubb's inquiry as to the cost of providing a branch library in rented quarters in the Outer Sunset District.

President Markowitz directed the Commissioners' attention to a memorandum of estimated expenditures, prepared by the Librarian, for providing adequate library service to the residents of the Outer Sunset District.

On motion of Commissioner Cuddy, seconded by Commissioner La Place, and unanimously approved, the following resolution was adopted:

RESOLUTION #41

RESOLVED that a supplemental budget request for $42,583, to provide branch library service and facilities in the Outer Sunset District, be submitted to His Honor Mayor Elmer E. Robinson, and the Honorable Board of Supervisors.

The City Librarian stated in his report that His Honor, Mayor Elmer E. Robinson recommended a budget amounting to $1,086,647 to the Board of Supervisors. This reflects an increase of $80,743 over the Library Commission's 1951-52 budget request. The breakdown is as follows:

LIBRARY DEPARTMENT BUDGET

1952-1953

	Budget 1951-52	Commission's Request	Mayor's Recommendation
Permanent Salaries	$509,852	$575,814	$551,578
Allowance for Overtime	500	1,000	500
Temporary Salaries	5,000	5,000	2,600
Wages	167,644	182,644	173,644
Contractual Services	49,980	113,935	49,535
Binding	45,000	50,000	47,000
Heat, Light & Power	19,333	24,300	24,000
Material & Supplies	15,900	22,000	16,000
Books & Bind. Material	105,500	175,000	128,000
Equipment	16,700	25,817	3,567
Conveyer System	---	25,000	---
Fixed Charges	8,275	8,675	8,675
Retirement Charges	62,220	69,129	61,548
Lighting	---	5,000	---
Building	---	300,000	----
Alterations-Main Library	---	46,500	---
Land - Unallocated	---	75,000	20,000
	$1,005,904	$1,704,814	$1,086,647

There being no further business to come before the Commission, the special meeting was adjourned.

Secretary

May 7, 1952

Proceedings of the regular meeting of the Library Commission held Tuesday, May 6, 1952 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Markowitz presiding.

The Oath of Allegiance to the Flag was recited.

On roll call the following were noted present: Commissioners Allen, Ames, Cuddy, Dettmering, Fischer, Graves, Markowitz, Mohr, O'Dowd and Vayssie. Absent: Commissioner La Place.

The Chair, on behalf of the Commission, welcomed Mr. Theodore Fischer to membership in the Library Commission, succeeding Commissioner George D. Hart, resigned.

The minutes of the regular and special meetings held on April 1 and 8 respectively were approved and placed on file.

The regular order of business was suspended to hear Miss Mary Murphy, Head Order Librarian, report on the functions and procedures of her department with particular emphasis on the method of book selection, with the exception of children's books, and distribution of books throughout the library system.

President Markowitz thanked Miss Murphy for her very interesting and informative report and excused her from the meeting.

The regular order of business was resumed.

The City Librarian informed the Commission that the Mayor recommended to the Board of Supervisors a total budget of $1,086,647, as compared to the budget of $1,704,814 recommended by the Commission, reflecting a decrease of $618,167. The items deleted included: Requests for additional personnel, $47,000 in the book appropriation, $300,000 for the construction of branch libraries and alterations to the Main Library, and a decrease of $55,000 in the land appropriation.

The Finance Committee of the Board of Supervisors recommended further reductions in the budget as follow: $20,000 - purchase of land, $1,000 for fire-fighting equipment as requested by the Civilian Disaster Corps, and $1,908 in the permanent salaries appropriation for two-part-time general clerks.

The total budget as approved by the Board of Supervisors amounted to $1,063,739, reflecting a decrease of $641,075 in the budget originally recommended by the Commission.

The Finance Committee voted to table the matters of the supplemental budget request for an Outer Sunset Branch Library and increases in the wages appropriation occasioned by the salary standardization provisions of the Charter.

The Librarian stated that the aforementioned reduction in the wages appropriation will make it mandatory for drastic curtailment in hours of operation commencing July 1, 1952.

Several members of the Commission discussed the action taken by the Finance Committee on this matter, and on motion duly made, seconded and unanimously approved, the following resolution was adopted for transmittal to the Honorable Board of Supervisors.

RESOLUTION #42

WHEREAS the supplemental budget request of the Library Department has been tabled by you, and

WHEREAS among the items is one of $5,203 for the Wages Appropriation, and

WHEREAS the non-granting of the request for this item of supplemental budget appropriation will necessitate a curtailment in the hours of service of the Library Department to the public; now, therefore,

BE IT RESOLVED that we respectfully request that you take up this item of extra budget request in the amount of $5,203, and recommend it favorably to your Honorable Board of Supervisors for approval.

The Chair directed the Library Operations Committee to meet with the Librarian concerning this matter and to submit its recommendation at the next regular meeting of the Commission.

It was so ordered.

The City Librarian spoke on his meeting with the members of the North Beach Boosters' Association with reference to obtaining an adequate site for the proposed North Beach Branch Library. He recommended that the various organizations and interested parties in the North Beach District meet with the Boosters' Association in order to ascertain what the definite ideas of the various groups are as to the proper location for this proposed branch.

The City Librarian concluded his report by recommending that the Friends of the Library group arrange a program for the occasion of the opening of an exhibit of Henry H. Hart's Collection of Books and Materials on Marco Polo and Vasco da Gama on Tuesday evening, May 20, 1952.

The Chair referred this matter to the Public Relations and Promotion Committee with power to act.

Commissioner Cuddy requested to be excused and retired from the meeting.

The regular order of business was suspended to hear Mr. Ernest Besig, Director of the American Civil Liberties Union of the Northem California District, regarding the acquisition of "U.S.A.-Confidential."

The Chair requested Mr. Besig to communicate with the Commission in writing on this subject and excused him from the meeting.

The regular order of business was resumed.

LIBRARY OPERATIONS COMMITTEE

Report progress.

PLANNING AND DEVELOPMENT COMMITTEE

The City Librarian, in the absence of Commissioner Cuddy presented elevation drawings and a pre-preliminary floor plan developed for the proposed Marina Branch Library by the architectural firm of Appleton & Wolford, and discussed the procedures to be followed prior to formulation of preliminary drawings and specifications.

President Markowitz requested the Committee to follow the procedures necessary and to report its progress at the next regular meeting of the Commission.

FINANCE, AUDIT & BUDGET COMMITTEE

Commissioner Graves moved and Commissioner Allen seconded that the Commission approve the list of books on economic and political subjects in the amount of $585.68, as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner Dettmering seconded that the Commission approve the list of books on Californiana in the amount of $14.68, as submitted by the Librarian, be purchased from the Phelan Bequest Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner Ames seconded that the list of books in the amount of $63.34, as submitted by the Librarian, be purchased from the Sutro Bequest Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner O'Dowd seconded that the Commission approve the following list of expenditures for April and estimated expenditures for May:

	Expended April 52	Est. Expend. May 1952
Salaries	$52705.84	$52000.00
Contractual Services	665.36	2000.00
Gas & Electricity	1900.00	1900.00
Material & Supplies	2296.21	200.00
Books & Binding Material	7837.72	2880.00
Equipment	-0-	750.00
Retirement Allowances	4400.00	4400.00
Rents	605.00	605.00
Window Washing	175.00	175.00
Telephone & Telegraph	120.00	120.00
Fuel & Oil	65.00	65.00
	$70770. 13	$65095.00

WELFARE OF EMPLOYEES COMMITTEE

Report progress.

PUBLIC RELATIONS & PROMOTION COMMITTEE

Chairman Mohr spoke on the civic exercises held in the rotunda of the City Hall on April 14, 1952 in celebration of Pan-American Day and submitted the following resolution:

RESOLUTION #43

WHEREAS the Pan-American Society, in celebration of Pan-American Day, April 14, 1952, presented to the San Francisco Public Library as a gift, a check in the amount of $100 for the purchase of books on or relating to Latin America; and

WHEREAS the Public Library Commission has signified its desire to accept said gift; now, therefore be it

RESOLVED that the Board of Supervisors of the City and County of San Francisco be respectfully requested to accept for and on behalf of the City and County of San Francisco, and subject to administration by the San Francisco Public Library, said sum of $100; and be it

FURTHER RESOLVED that said $100 be deposited with the Treasurer of the City and County of San Francisco in the Pan-American Society, Inc. Book Fund to be used for the purchase of books on or relating to Latin America.

On motion of Commissioner Mohr, seconded by Commissioner Ames, and unanimously approved, the foregoing resolution was adopted.

COMMUNICATIONS

From Constance Coloney, Secretary Campfire Girls re: Permission to paint basement meeting room of Presidio Branch Library. Refer to Secretary.

Harry Sullivan re: North Beach Branch Library. Place on file.

Mrs. Violet Fowler, Secretary Marina Home Owners' Protective Assn re: Appreciation for sending Secretary to address group regarding Marina Branch Library. Acknowledge and place on file.

M. C. Hermann, Secretary Redevelopment Agency re: Thanks to Library Commission for cooperation in the matter of the Diamond Heights Development Area. Place on file.

American Municipal Assn re: Copies of editorial on "U.S.A.-Confidential." Distribute copy to each Commissioner.

Former Library Commission President George D. Hart re: Thanks to Library Commission for gavel presented to him in appreciation for his services while President of the Commission. Acknowledge and place on file.

There being no further business to come before the Commission, the meeting was adjourned.

May 27, 1952

Proceedings of the special meeting of the Library Operations Committee held Friday, May 23, 1952 at 10:30 p.m. in the Commissioners' Room, Main Library.

Present: Commissioners Fischer, Graves, La Place and Markowitz, and City Librarian Clarke.

Subject of the meeting: Discussion and recommendations to the Library Commission on the curtailment in the hours of operation of the Library Department due to the action of the Board of Supervisors in denying a supplemental budget request for the Wages Appropriation for the fiscal year 1952-53.

Chairman La Place opened the meeting by informing the Committee that the present hours of operation of the Library Department must be curtailed due to the action of the Board of Supervisors in denying a supplemental budget request for the Wages Appropriation, and furthermore that such curtailment be made in accord with a recent survey conducted by the City Librarian relative to the hours of operation of fifteen of the largest public libraries in the country.

The City Librarian informed the Committee that the Department requested the sum of $27,400 in the 1951-52 supplemental budget request for the Wages Appropriation to off-set the increases in salaries made mandatory by the provisions of the Salary Standardization Ordinance, but was allowed only $10,700.

The City Librarian stated that in spite of the curtailment in hours of service in large branch libraries on Monday mornings and Saturday evenings, and certain other economies, he was forced to request from the Board of Supervisors an additional $6,500 from the Permanent Salaries Reserve to enable him to operate present schedules for the remainder of the fiscal year.

The City Librarian concluded his remarks by submitting for the information of the Committee a survey of the hours of operation of the principal libraries throughout the country, and he recommended that the Library Commission authorize the Librarian to close the Main Library and six branch libraries on Sunday.

On motion of Commissioner Fischer, seconded by Commissioner Graves, the Library Operations Committee concurred in the recommendation of the City Librarian to close the Main Library and six branches on Sunday, and further to recommend its action to the Library Commission at the next regular meeting to be held on Tuesday, June 10, 1952.

Unanimously approved.

There being no further business to come before the Committee, the meeting was adjourned.

Secretary

June 10, 1952.

Proceedings of the regular meeting of the Library Commission held Tuesday, June 10, 1952 in the Commissioners' Room, Main Library.

The meeting was called to order at 3:45 p.m., President Markowitz presiding.

The Oath of Allegiance to the Flag was recited.

On roll call the following were noted present: Commissioners Ames, Fischer, Graves, Markowitz, Mohr and Vayssie. Absent: Commissioners Allen, Cuddy, Dettmering and La Place.

City Librarian Clarke absent due to illness.

The regular order of business was suspended to hear Miss Harriet Collopy, Head Librarian of Parkside Branch Library, report on the activities and functions of that branch, with particular emphasis on book circulation and public interest in the architectural beauty and harmonious surroundings of this modern type branch library building.

President Markowitz, on behalf of the Commission, thanked Miss Collopy for her presence and expressed regret that the entire Commission was not present to hear her very interesting and informative report. He then excused her from the meeting.

The minutes of the regular meeting held May 7, 1952 were approved and placed on file.

The Chair requested the Secretary to read a memorandum prepared by the City Librarian regarding the curtailment of hours of service in the Library Department due to the deletion of $11,308. in a supplemental budget request to cover the necessary increases in the Wages appropriation occasioned by the Salary Standardization provisions of the Charter.

The Librarian, in his memorandum, informed the Commission of a survey taken throughout the United States of the principal libraries, relative to hours of service, and disclosed that many are closed on Sunday and if opened at all only limited or curtailed services are given.

The Librarian recommended that the Commission give consideration to the closing of the Main Library and six branches on Sunday for the ensuing fiscal year, which will approximate the saving required to live within the budget allocation in the wages appropriation.

On motion of Commissioner Ames, seconded by Commissioner Vayssie, and unanimously approved, the following resolution was adopted:

RESOLVED that commencing July 1, 1952, and until further notice, the Main Library and all its branches be closed on Sunday.

The Secretary continued with the reading of the City Librarian's report relative to the closing of the Hunter's Point station. The City Librarian stated that in analyzing the statistics of circulation at this station, he found that the number of books circulated does not warrant the expenditure of from $2500 to $2700 annually to maintain this station.

On motion of Commissioner Vayssie, seconded by Commissioner Fischer, the following resolution was adopted:

RESOLVED that the Hunter's Point Library Station, in accord with the Librarian's recommendation, be closed, effective July 1, 1952.

Commissioner Mohr cast a dissenting vote.

The Secretary concluded reading the Librarian's report with his recommendation that Station "R", located at 6315 Third Street be closed July 1, 1952, due to constantly decreasing circulation, and the close proximity of Bay View Branch Library.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLVED that in accord with the Librarian's recommendation, Bay View Station "R" be abandoned as of July 1, 1952.

Commissioner Mohr recommended that a letter of commendation be prepared and transmitted to Mrs. Mary McLafferty in appreciation for her long, faithful and conscientious service while acting as Station Keeper at Bay View Station "R".

It was so recommended.

LIBRARY OPERATIONS COMMITTEE

Commissioner Fischer moved and Commissioner Mohr seconded that the names of the Commissioners, City Librarian and Secretary be placed in the directory in the foyer of the Main Library for the information of the general public.

Unanimously adopted.

Commissioner Mohr spoke on the subject of the damage done to the books by metal chutes and bins used in the Book Return Department at the Main Library.

The Chair referred the matter to the Library Operations Committee for investigation and report.

PLANNING & DEVELOPMENT COMMITTEE

Commissioner Mohr spoke of a meeting held with the representatives of the Recreation-Park Commission relative to additional area required for the proposed Marina Branch Library.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLVED that in accord with the provisions of Part #1, Section 159 of the San Francisco Municipal Code, His Honor Mayor Elmer E. Robinson be requested to grant permission to erect and operate a branch library on Recreation-Park Commission property at Funston Playground, and more particularly described as starting at a point on the N/ side of Chestnut Street, 478.75 feet E/ of Fillmore street, thence running easterly 370 feet, thence northerly 155 feet, thence westerly 370 feet, thence southerly 155 feet to the point of commencement; and be it

FURTHER RESOLVED that in the event this site is abandoned by the Library Department at some future date, said land is to revert to the jurisdiction of the Recreation and Park Commission.

FINANCE, AUDIT & BUDGET COMMITTEE

Commissioner Graves moved and Commissioner Vayssie seconded that the Commission approve the following list of expenditures for May and estimated expenditures for June.

	Expended May 1952	Estimated Expenditures June 1952
Salaries	$53156.34	$52000.00
Contractual Services	1704.37	350.00
Gas & Electricity	1900.00	1700.00
Material & Supplies	490.12	230.00
Books & Binding Mat.	3025.69	-0-
Equipment	-0-	250.00
Fixed Charges	500.00	-0-
Retirement Allowances	4400;00	4400.00
Rents	605.00	175.00
Window Washing	175.00	.-0-
Telephone & Telegraph	120.00	-0-
Fuel & Oil	65.00	-0-

Commissioner Graves moved and Commissioner Ames seconded that the Commission approve the list of books on economic and political subjects in the amount of $158.66, as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner Vayssie seconded that the list of books on Latin American in the amount of $6.62, as submitted by the Librarian, be purchased from the Pan-American Society Inc. Book Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner Mohr seconded that the Commission approve the list of books on journalism in the amount of $6.50, as submitted by the Librarian, be purchased from the Edward T. Leech Memorial Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner Fischer seconded that the Commission approve the list of books on Californiana in the amount of $48.22, as submitted by the Librarian, be purchased from the Phelan Bequest Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner Mohr seconded that the following resolution be adopted:

RESOLVED that the Library Commissionwaive the present rule on the time limitation of refunds for expired Library Deposit Card #2310, and direct the Controller to issue a warrant in the amount of $5.00 to Mr. James T. Hoke, c/o S. S. Harry Luckenbach Steamship Company, foot 34th Street, Brooklyn, New York.

Unanimously approved.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 1

Resolved that a Departmental Work Order in the amount of $1,500. be issued to the Department of Public Works to cover repairs to the Main Library and branches for the period ending September 30, 1952.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 2

Resolved that a Departmental Work Order in the amount of $50. be issued to the Purchasing Department to cover reproduction work for the three-month period ending September 30, 1952.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 3

Resolved that a Departmental Work Order in the amount of $150. be issued to the Retirement System to cover Workmen's Compensation benefits for the three-month period ending September 30, 1952.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 4

Resolved that the Controller be requested to transfer $46,060. from the Contractual Services appropriation to the Binding appropriation to set up funds for binding for the fiscal year 1952-1953.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 5

Resolved that the Controller be requested to allot the sum of $500. in the Overtime appropriation, the major portion of which will be expended in the first quarter of the fiscal year ending September 30, 1952.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 6

Resolved that the Controller be requested to encumber $180. from the Contractual Services appropriation to the credit of Services of Station Keepers to cover charges for the fiscal year 1952-1953.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 7

Resolved that the Controller be requested to transfer $20,139. from the Contractual Services appropriation to the Repairs to Public Buildings Appropriation to set up funds for the fiscal year 1952-1953.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 8

Resolved that the Controller be requested to allot an additional amount of $5,000. in the Contractual Services appropriation to cover purchases of newspapers and periodical subscriptions for the Main Library and twenty-three branches for the fiscal year 1952-1953.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 9

Resolved that a Departmental Work Order in the amount of $100. be approved as issued by the Real Estate Department from the surplus existing in the Fuhrman Bequest Fund for services and expenses in re-leasing of City owned oil lands acquired from the Estate of Alfred Fuhrman, deceased.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 10

Resolved that an inter-departmental work order in the amount of $2800. be issued to the Recreation-Park Department for services of a sub-foreman gardener and two gardeners to properly maintain the grounds surrounding the buildings of the Public Library Department for the period ending September 30, 1952.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 11

Resolved that the Librarian be authorized to submit to the Honorable Mayor and Board of Supervisors a supplemental budget request in the amount of $11,250. required by the Recreation and Park Department to properly maintain the planted areas surrounding the buildings of the Library Department, not pregiously anticipated.

WELFARE OF EMPLOYEES COMMITTEE

A communication was received from Miss Alice Taylor, President of the Staff Association, expressing thanks to the Commission for making possible her attendance at the A.L.A. Convention in New York June 29-July 5, 1952.

The Chair requested the Secretary to acknowledge this communication, and place on file.

PUBLIC RELATIONS AND PROMOTION COMMITTEE

Commissioner Mohr informed the Commission of a Friends of the Library meeting to be held on Thursday evening, June 26, 1952 to commemorate the Founding of San Francisco. The Reverend John B. McGloin, S. J. Ph. D. will be speaker of the evening, with Dr. Henry H. Hart, President of the Friends of the Library presiding.

NEW BUSINESS

A communication from Mrs. Michael Ford-Aquino requesting permission to place on the bulletin boards of the Library Department fortnightly folio programs of Station KPFA.

The City Librarian brought to the attention of the Commission that these folios contain a request for subscriptions and requested the Commission to state its policy in this regard.

The Chair directed the Secretary to acknowledge this communication and state the policy of the Commission which prohibits the placing on library bulletin boards folios, brochures or other type of advertisement requesting subscriptions from library patrons.

COMMUNICATIONS

From Miss Ethel May Pierce re: permission to charge admission to lecture given by Dr. Tinn-Hugh Yu and City Librarian's reply to request.

State policy of Commission in this matter and regretfully deny this request.

From His Honor, Mayor Elmer E. Robinson re: appreciation for letter advising him of the conference with members of the Recreation-Park Commission concerning the proposed construction of the Marina Branch Library. Place on file.

From Mrs. Lena B. Nofeier - Chairman of the A.L.A. Jury on Citation of Trustees regarding Commissioner Mrs. J. Henry Mohr. Place on file.

From Mrs. Ella Pimentel, Librarian Goodman Library, Napa, Calif. re: visit to Parkside Branch Library. Place on file.

From Miss Harriet Collopy, Head Librarian Parkside Branch Library re: formal report of visits and activities at Parkside Branch. Place on file.

From Mr. Eugene Riordan, Director of Property re: Rental collected from U.S.Government for space at 45 Hyde street for the month of April, 1952, $365.00. Place on file.

From Dodge A.Riedy, City Architect re: cork flooring at Parkside Branch Library. Place on file.

Commissioner Mohr spoke on the forthcoming A.L.A. Convention to be held in New York, June 29-July 5, 1952, and expressed her appreciation to the Commission for making it possible for her to represent the Library Commission at this convention.

President Markowitz added that the members of the Library Commission are happy to have Commissioner Mohr serve as their representative, and wished her a very pleasant journey.

There being no further business to come before the Commission, the meeting was adjourned.

Secretary

August 6, 1952

Proceedings of the regular meeting of the Library Commission held Tuesday, August 5, 1952 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Markowitz presiding.

The Oath of Allegiance to the Flag was recited.

On roll call the following were noted present: Commissioners Ames, Dettmering, Fischer, Graves, La Place, Markowitz, Mohr and Vayssie. Absent: Commissioners Allen and Cuddy.

The minutes of the previous meeting were approved and placed on file.

The regular order of business was suspended to introduce Miss Porter, a representative of the Hartsook Photo Studios, who discussed a project the Studios have recently undertaken to photograph prominent Californians in various fields of endeavor, for inclusion in a photographic collection for historical purposes.

Copies of these photographs as well as a brief biographical sketch of the individual will then be distributed to the California Historical Society and several large libraries throughout the State for inclusion in their photographic collections. Miss Porter added that the California Historical Society has endorsed this project and she expressed the hope that the San Francisco Library Commission would do likewise.

The Chair thanked Miss Porter for her interesting presentation excused her from the meeting and referred this matter to the Library Operations Committee for further investigation and report.

The regular order of business was resumed.

The City Librarian informed the Commission that pursuant to its resolution at the June meeting, a supplemental budget request in the amount of $11,250, for upkeep of grounds around the Main and Branch Libraries by the Recreation-Park Department, was submitted to His Honor the Mayor as no surplus would accrue in the Library Department's budget during the current fiscal year from which funds could be transferred for this purpose.

The City Librarian discussed the Marina Branch Library project relative to additional land area required to comply with the recommendations of the Art Commission and directed the attention of the Commission to a communication received from Dodge A. Riedy, City Architect, estimating the over-all construction cost as $177,420, and time for completion of the project as eighteen months.

The City Librarian informed the Commission that very few complaints have been received relative to the Sunday closing, which would indicate that no undue hardship has been felt by the general public as a result of this action.

The City Librarian recommended that the Commission revise its schedule of overdue charges from the present two cents a day penalty to five cents and the maximum fine from $1.00 to $1.50 thus assuring a quicker return of books by patrons, particularly in the current fiction and non-fiction categories, which are in heavy demand.

On motion duly made and unanimously approved, the foregoing recommendation was adopted.

The City Librarian recommended that the Commission consider the sale of four parcels of land situated in the rear areas of the Richmond and Presidio Branch Libraries with the proviso that an easement of from twenty-five to thirty feet be kept as an entrance-way for the convenience of Library patrons; and further that an unimproved portion of the North Beach Branch Library property approximately 23 x 68' be declared surplus and sold to an adjoining property owner who desires this property for a back yard and garden.

The Chair referred this matter to the Planning and Development Committee for investigation and report.

The City Librarian spoke on the Friends of Library meeting held June 26, 1952 in conjunction with the California Historical Society, and of the excellent exhibit of Marco Polo and Vasco da Gama in the Max Kuhl Room, items loaned by Dr. Henry Hart. He recommended that the Library Commission, by resolution, express its appreciation to Dr. Hart for making this excellent exhibit possible, and for accepting the chairmanship of the Friends of Library group.

It was so ordered.

The City Librarian concluded his report by stating that Mr. Nat Schmulowitz has, over the past few years added constantly to his Collection on Wit and Humor and recommended that the Commission prepare an appropriate resolution thanking Mr. Schmulowitz for his generous contributions on this outstanding collection and for his continued interest in the events and activities of the Library Department.

It was so ordered.

LIBRARY OPERATIONS COMMITTEE

Commissioner La Place informed the Commission that in accord with the recommendation of the Commission at its June meeting, the names of the Commissioners, Librarian and Secretary have been placed on the directory in the foyer of the Main Library.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Mohr referred to the memorandum pertaining to the proposed Marina Branch Library and presented the following resolution:

RESOLUTION NO. 12

Resolved that a Departmental Work Order in the amount of $250. be issued to the Department of Public Works for preparing a survey and a map of additional area at the Marina Branch Library as per Departmental Job Estimate No. 99-Arch.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Graves moved and Commissioner Mohr seconded that the Commission approve the following list of expenditures for July and estimated expenditures for August:

	Expended July 1952	Estimated Expenditures August 1952
Salaries	$55815.89	$55000.00
Contractual Services	12524.65	1000.00
Binding Books etc.	5000.00	-0-
Main. & Rep. Pub. Bldgs.	3400.00	500.00
Material & Supplies	2356.13	500.00
Books etc.	25512.51	10000.00
Fixed charges	496.60	-0-
Rents	605.00	605.00
Heat, Light & Power	1600.00	1600.00
Pensions etc.	5000.00	5000.00
Window Washing	1010.70	187.10
Telephone & Telegraph	265.00	135.00
Scavenger (6 mos.)	582.50	-0-
Fuels & Oil	430.35	430.35
	$114599.33	$74957.45

Commissioner Graves moved and Commissioner Vayssie seconded that the Commission approve the list of books on economic and political subjects in the amount of $2,514.54, as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner Ames seconded that the Commission approve the list of books on Latin America in the amount of $25.38 as submitted by the Librarian, be purchased from the Pan American Society, Inc. Book Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner Fischer seconded that the Commission approve the list of books on journalism in the amount of $25.34, as submitted by the Librarian, be purchased from the Edward T. Leech Memorial Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner Dettmering seconded that the Commission approve the list of books on Californiana, in the amount of $128.06, as submitted by the Librarian, be purchased from the Phelan Bequest Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner La Place seconded that the Commission approve the list of books on wit and humor in the amount of $3.53, as submitted by the Librarian, be purchased from the Special Anecdotal, etc. Book Fund.

Unanimously approved.

Commissioner Graves presented the following resolution for adoption:

RESOLUTION NO. 13

WHEREAS Robert H. Leech, on June 14, 1952 presented to the San Francisco Public Library, as a gift, a check in the amount of fifty dollars ($50.00) for the purchase of books on journalism; and

WHEREAS the Library Commission has signified its desire to accept said gift; now, therefore, be it

RESOLVED that the Board of Supervisors of the City and County of San Francisco be respectfully requested to accept for and on behalf of the City and County of San Francisco, and subject to administration by the San Francisco Public Library, said sum of fifty dollars ($50.00); and be it

FURTHER RESOLVED that said $50.00 be deposited with the Treasurer of the City and County of San Francisco in the Edward F. Leech Memorial Fund, to be used for the purchase of books on journalism.

On motion duly made, seconded and unanimously approved, the foregoing resolution was adopted.

Commissioner Graves concluded his report by referring to the annual financial status of the Fuhrman Fund and requested a statement of policy by the Commission regarding expenditures, from the principal in this bequest, for the purchase of books on economic and political subjects. The Chair referred this matter to the City Librarian and Finance Committee for investigation and recommendation.

WELFARE OF EMPLOYEES

Commissioner Dettmering referred to a report from the Civil Service Commission regarding the reassignment of positions in the Library with particular emphasis on the reassignment of two X-20 Head Librarians to the Art and Documents Divisions respectively; one X-20 Head Librarian to the Public Relations Division; 2 positions of X-42 Librarian reallocated to class B512 General Clerk-Typist; two positions of X-42 Librarian reallocated to Class B222 General Clerk in the Main Circulation Division; one position of X-40 Senior Librarian reallocated to Class B228 Senior Clerk in the Circulation and Book Service Division and an additional B210 Office Assistant (PT).

On motion of Commissioner Dettmering, seconded by Commissioner La Place, and unanimously approved, the following resolution was adopted:

RESOLVED that the report of the Reassignment of Positions in the Public Library as recommended by the Civil Service Commission be adopted.

The Chair directed the Secretary to communicate with the Civil Service Commission and express the appreciation of the Library Commission for its wholehearted cooperation in the matter of reassignment of positions in the Library Department.

PUBLIC RELATIONS & PROMOTION

Commissioner Mohr informed the Commission of the Friends of Library meeting held June 26, 1952 in conjunction with the California Historical Society, commemorating the founding of San Francisco. Dr. Henry H. Hart presided with Reverend John B. McGloin, S. J. as principal speaker. The largest group in the history of the Friends of Library attended.

Commissioner Mohr referred to a mimeographed copy of her report on the activities and events during the American Library Association Convention in New York, June 29-July 5, 1952, and stated that the plans of the Parkside Branch Library, which were on display, attracted much interest and comment.

The Chair requested Commissioner Mohr to present brief reports on the Friends of Library groups, trustee organizations, etc. at subsequent meetings, and thanked her for her very comprehensive and informative report.

JUDICIARY

Commissioner Ames referred to a mimeographed copy of the Proposed Rules of Procedure for the Library Department, and suggested that the Commissioners study them as to modifications, amendments, etc., and recommended that the matter be laid over until the next meeting.

It was so ordered.

COMMUNICATIONS

From His Honor Mayor Elmer E. Robinson re: Transmission of historic registers of San Franciscans who served in World War II and Korean action to be kept in perpetuity in the San Francisco Public Library.

Acknowledge and place on file.

From A. G. Cook, Director Disaster Council and Corps re: Appreciation for use of Exhibit Room for meeting on July 8, 1952.

Place on file.

From Mrs. R. L. Clish, Secretary of the Library Committee-Youth Guidance Center thanking City Librarian for his attendance and interest relative to library matters on Thursday, May 8, 1952.

Place on file.

From Mr. Lee O. Fong re: Purchase of unimproved portion of Library Department property located in rear of North Beach Branch Library.

Acknowledge and refer to minutes.

From Director of Property re: Statement of rentals collected from 45 Hyde Street for the months of May and June respectively.

Place on file.

From Eastern Star Choral Group re: Permission to use Assembly Room on specified Tuesday evenings namely: August 5 and 19 - September 2, 16 and 30 and October 7, 1952.

Acknowledge and grant permission.

From Mr. John Edmonds re: Campion Music Collection.

Acknowledge with letter of appreciation.

From Mr. Arthur H. Humpf. re: Donation of a selection of menus to the San Francisco Public Library.

Acknowledge with letter of acceptance.

From Islam Temple #25 Daughters of the Nile: Permission to use Assembly Room on the second and fourth Tuesday evenings for a period of a year.

On motion of Commissioner Dettmering, seconded by Commissioner La Place and unanimously approved, permission is hereby granted Islam Temple #25 Daughters of the Nile to use the Assembly Room on second and fourth Tuesday evenings for a period of three months, and further, that re-application be made to the Commission at that time for its consideration and decision.

The Chair recommended that a statement of policy regarding the use of library facilities be set forth and referred this matter to the Library Operations Committee for investigation and report.

There being no further business to come before this Commission, the meeting was adjourned to September 11, 1952.

Secretary

September 12, 1952

Proceedings of the adjourned meeting of the Library Commission held Thursday, September 11, 1952 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Markowitz presiding.

The Oath of Allegiance to the Flag was recited.

On roll call the following were noted present: Commissioner Ames, Cuddy, Dettmering, Fischer, Graves, La Place, Markowitz and Mohr. Absent: Commissioners Allen and Vayssie.

The minutes of the previous meeting were approved and placed on file.

The City Librarian referred to a memorandum covering the bond issue placed on the ballot on November 2, 1948, and its failure to carry the two-thirds majority necessary for approval, and he proposed that the Commission give consideration to the re-submission of a modified bond issue proposal for those districts which have reached the stage of development which necessitates a branch library; namely Park-Merced-Stonestown, Outer Sunset, North Beach and Excelsior Districts respectively. Renovation and relocation of certain departments in the Main Library and funds for the purpose of making further site plans and studies for the aforementioned districts should also be included. Such a bond issue proposal would entail the expenditure of approximately $848,500.

The City Librarian informed the Commission that a site in the Visitacion Valley District, under the jurisdiction of the San Francisco Water Department, is ideally located for a branch library, and he recommended that the Commission inform the Public Utilities Commission to withhold sale of this property pending consultation with the Library Commission as to its availability for library purposes.

It was so ordered.

The City Librarian referred to his discussion with Mr. Paul Opperman, Director of City Planning, regarding the possibility of conducting another survey for the Library Department's Building Program which would revise the original report prepared in 1948.

The Chair directed the Planning and Development Committee to work with the Planning Commission in the preparation of a survey on future library locations, and included Commissioner Fischer on this Committee during the absence of Commissioner Vayssie who is on extended leave.

The City Librarian stated that the Library Department has been contacted regarding the possibility of participating with other educational institutions in the formulation of an organization to set up an educational television station for this area.

The City Librarian presented his views on this proposed organization and on motion of Commissioner Cuddy, seconded by Commissioner Ames, it was moved that this matter be laid on the table.

Commissioner Mohr cast a dissenting vote.

The City Librarian stated that the Library Department has received complaints from library patrons at the Presidio Branch regarding noise and annoyances caused by Pets Unlimited which occupies quarters adjacent to the Library.

Commissioner Ames moved and Commissioner Cuddy seconded that this matter be laid on the table. Unanimously approved.

The City Librarian concluded his report by stating that the Assistant to the City Librarian intends to retire in the near future and that this position be considered for reclassification from the "B" or clerical to the "X" or professional classification.

The Chair referred this matter to the Welfare of Employees Committee for consultation with the Civil Service Commission and report its findings at the next regular meeting of the Commission.

The regular order of business was suspended to hear Miss Alice Taylor, President of the Staff Association and Librarian in charge of Potrero Branch Library, report on her attendance as a delegate at the American Library Association Convention held in New York City June 29-July 5, 1952.

Miss Taylor concluded her interesting and informative report with the recommendation that the Library Commission continue its practice of sending a staff member to the national conventions, not only from the standpoint of official representation, but also to keep staff members informed of the latest techniques and procedures adopted by the library profession.

Miss Taylor informed the Commission that she has been appointed Golden Gate District representative on the membership committee of the American Library Association.

Commissioner Markowitz thanked Miss Taylor for her informative dissertation and excused her from the meeting.

The regular order of business was resumed.

LIBRARY OPERATIONS COMMITTEE

Commissioner La Place, in her report, stated that the project discussed at the August meeting of the Commission regarding the photographing of prominent Californians in various fields of endeavor was investigated and on motion duly made, seconded and unanimously approved, this question was laid on the table.

Commissioner La Place concluded her report by recommending that at the discretion of the Librarian, the use of the meeting rooms and facilities of the Library Department be reserved for cultural and educational groups for programs which benefit the general public, and further that it is not the policy of the Library Commission to grant the use of meeting rooms to any organization over a protracted period of time. It was so recommended.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Cuddy informed the Commission of his meeting and discussion with Mr. Eugene Riordan, Director of Property, relative to the sale of certain unimproved rear areas of the Richmond, North Beach and Presidio branch libraries respectively.

Commissioner Cuddy moved and Commissioner Ames seconded that on the grounds of retaining potential values of the land occupied by the Richmond, Presidio and North Beach Branch Libraries, the Library Commission should not declare this land as surplus property for sale or transfer.

Commissioner Cuddy referred to a communication from the Recreation and Park Commissions giving approval to a resolution prepared by the Director of Property for transfer of an additional portion of land in Funston Playground to the Library Commission to be used as the site of the proposed Marina Branch Library. Before the transfer is to be effected, however, the Library Commission is requested to give written assurance that the maintenance of the landscape on this property will be assumed by and will be the responsibility of the Library Commission.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION # 17

RESOLVED that the Library Commission, upon completion of the Marina Branch Library, will assume the responsibility for maintaining landscaped areas in the entire parcel of land described in the Recreation and Park Commission's Resolution #803, transferring a portion of Funston Playground to the jurisdiction of the Library Commission, as the site of the Marina Branch Library.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Graves moved and Commissioner La Place seconded that the Commission approve the following list of expenditures for August and estimated expenditures for September.

	Expended Aug. 1952	Estimated Expend. Sept. 1952
Salaries	$58069.53	$55000.00
Contractual Services	1904.97	1000.00
Main. & Rep. Public Bldgs.	500.00	2000.00
Material and Supplies	1189.94	1000.00
Books, etc.	9844.15	10000.00
Fixed Charges	310.00	200.00
Rents	605.00	605.00
Heat, Light & Power	1600.00	1600.00
Pensions, etc.	5000.00	5000.00
Window Washing	187.10	187.10
Telephone & Telegraph	125.00	125.00
Fuels & Oil	65.00	65.00
	$79400.69	$76782.10

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #14

RESOLVED that a Departmental Work Order in the amount of $2,000 be issued to the Department of Public Works to cover repairs to the Main Library and branches for the period ending December 31, 1952.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #15

RESOLVED that a Departmental Work Order in the amount of $200 be issued to the Retirement System to cover Workmen's Compensation benefits for the period ending December 31, 1952.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #16

RESOLVED that a Departmental Work Order in the amount of $50 be issued to the Purchasing Department to cover reproduction work for the period ending December 31, 1952.

Commissioner Graves moved and Commissioner Fischer seconded that the Commission approve the list of books on economic and political subjects in the amount of $877.46, as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund. Unanimously approved.

Commissioner Graves moved and Commissioner Cuddy seconded that the Commission approve the list of books on Californiana in the amount of $133, as submitted by the Librarian, be purchased from the Edward T. Leech Memorial Fund. Unanimously approved

Commissioner Graves moved and Commissioner Mohr seconded that the Commission approve the list of books in the amount of $57.85, as submitted by the Librarian, be purchased from the Sutro Bequest Fund. Unanimously approved.

Commissioner Graves referred to the financial statement of the Fuhrman Bequest, itemizing the income from the investments in treasury bonds, oil royalties and leases, as well as the expenditures for books from this fund over the past several years, and he presented the following resolution:

RESOLUTION #19

RESOLVED that until further notice only the income from the investments in treasury bonds, oil royalties and leases in the Fuhrman Bequest Fund be expended for the purchase of books on

economic and political subjects.

On motion duly made, seconded and unanimously approved, the foregoing resolution was adopted.

RESOLUTION 20

RESOLVED that the Library Commission's request for a supplemental appropriation in the amount of $1225 from the surplus existing in the unappropriated balance of the Real Property Fund - Library Account #4990 be approved to provide the pro-rata cost of re-roofing the Library Annex at 45 Hyde Street; and be it

FURTHER RESOLVED that this amount requested represents rental derived from the United States Government (Navy Department) for occupancy of the entire first floor of the Library Annex, and is not required for the purchase of additional land for Library purposes.

On motion duly made, seconded and unanimously approved, the foregoing resolution was adopted.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Dettmering informed the Commission of the forthcoming California Library Association Conference to be held at Pasadena, California October 22-25, 1952, and submitted the following resolution:

RESOLUTION #18

RESOLVED that a member of the Library Commission, the City Librarian and a member of the Staff Association be permitted to attend the California Library Association Conference October 22-25, 1952 at Pasadena, California; and be it

FURTHER RESOLVED that traveling expenses incurred be paid from city funds in accord with City Ordinance #4942, Series 1939, adopted by the Honorable Board of Supervisors, April 15, 1948.

Unanimously adopted.

PUBLIC RELATIONS AND PROMOTION COMMITTEE

Commissioner Mohr informed the Commission of the excellent attendance at the weekly film showings in the Assembly Room of the Main Library, and she expressed the hope that sufficient money for visual aid will be granted in next year's budget to carry on this excellent program.

Commissioner Mohr concluded her remarks by referring to the many law books, prints and manuscripts on exhibition at the Main Library during the 75th Annual Meeting of the American Bar Association.

JUDICIARY COMMITTEE

Commissioner Ames moved and Commissioner Graves seconded that the proposed Rules of Procedure be discussed as the first order of business at the next regular meeting of the Commission to be held October 7, 1952; and further that additional copies of these proposed rules of procedure be sent to members of the Commission for additional study and recommendation. It was so ordered.

Commissioner Cuddy requested the Secretary, through the Chair, to read a resolution prepared for presentation to former Commissioner Nat Schmulowitz thanking him for his generous gift of books on Wit and Humor and his financial assistance in making possible the purchase of additional rare items for this outstanding collection.

Commissioner Cuddy recommended that a suitably engrossed copy of this resolution be prepared for presentation to Mr. Schmulowitz as an expression of the Commission's grateful appreciation of said gift. Unanimously approved.

COMMUNICATIONS

From Office of the Controller re: Procurement and Inventory Procedure examination as at June 23, 1952. Place on file.

From Director of Property re: Statement of rental collection for July from U. S. Government for occupancy of first floor, Library Annex. Place on file.

There being no further business to come before the Commission, the meeting was adjourned out of respect to the memory of Supervisor Patrick J. McMurray.

Joseph J. Allen, Secretary

October 8, 1952

Proceedings of the regular meeting of the Library Commission held Tuesday, October 7, 1952 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Markowitz presiding.

The Oath of Allegiance to the Flag was recited.

On roll call the following were noted present: Commissioners Allen, Ames, Dettmering, Fischer, Graves, La Place, Markowitz and Mohr. Absent: Commissioners Cuddy and Vayssie.

The minutes of the previous meeting were approved and placed on file.

The regular order of business was suspended to hear Miss Frances Langpaap, Head Catalog Librarian discuss the workings of the Catalog Department, and the part it plays in the processing of books for circulation.

Commissioner Markowitz thanked Miss Langpaap for her interesting and informative presentation and requested her to remain for the balance of the meeting.

The regular order of business was resumed.

Commissioner Ames, Chairman of the Judiciary Committee, presented as the first order of business, the Proposed Rules of Procedure for the Library Commission.

The proposed rules were discussed seriatum and amendments and deletions were made as follow:

Delete Section #5 as this section duplicated items "B" and "C" in Section #1. Change Section #6 to #5 and add the following: "providing notice to amend has been sent members in writing at least one month prior to the day of voting." Adoption of Sections 2 and 3 will be held in abeyance until the next regular meeting of the Commission.

Commissioner Ames moved and Commissioner Dettmering seconded that the proposed Rules of Procedure, as amended, be approved with the exception of Sections #2 and #3. It was so ordered.

Commissioner Ames moved that the Proposed Rules of Procedure not be entered in the minutes until Sections #2 and #3 have been adopted and included in said Rules of Procedure.
It was so ordered.

The City Librarian in his report brought to the attention of the Commission the serious problem of curtailment of Library services to the public due to the lack of sufficient funds in the various appropriations in the Library Department budget.

The City Librarian recommended that the Commission give consideration to the appointment of a committee, or the Commission itself to wait upon the Mayor to discuss this vital problem and to seek his support in this matter.

The Chair directed the City Librarian, with the assistance of the Finance, Audit and Budget Committee and Library Operations Committee, to fully discuss the over-all problem with His Honor the Mayor, with the possibility of outlining a program, with his support for presentation to the Honorable Board of Supervisors prior to the consideration of the Department's budget for the next fiscal year. The Chair appointed Commissioners Allen and Ames to the Finance, Audit and Budget Committee to assist in this matter.

On motion duly made, seconded and unanimously approved, the Librarian was directed to send copies of his memorandum to the members of the Commission.

The City Librarian informed the Commission that the Honorable Board of Supervisors has approved an Emergency Ordinance in the amount of $5,130 to provide for the maintenance of Library grounds at the Main and Branch Libraries for the balance of the fiscal year.

The City Librarian stated that the Real Estate Department and the Park-Recreation Commission have finally approved the resolution authorizing the transfer of land in Funston Playground to the jurisdiction of the Library Department for branch library purposes. With the approval by the Mayor and Board of Supervisors, final plans and specifications will be undertaken.

The City Librarian concluded his report by recommending to the Commission that Mr. Stuart Boland, Senior Librarian in charge of Bernal Branch Library, be authorized to attend, as a delegate, the C.L.A. Convention in Pasadena, California, October 22-25, 1952.
Unanimously approved.

LIBRARY OPERATIONS COMMITTEE

Commissioner La Place referred to an interim committee report from the Grand Jury, citing the efficient operation of the Library Department and the excellent work performed by the members of the Library Commission, and she requested that the report be placed on file.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Mohr informed the Commission that the Public Utilities Commission (Water Department) replied to a communication from the Library Commission requesting the P.U.C. to withhold from public sale an unimproved portion of city-owned land on Leland Avenue opposite Peabody Street, which could be used for Library purposes, and she directed that the communication be placed on file.

FINANCE, AUDIT & BUDGET COMMITTEE

Commissioner Graves moved and Commissioner Dettmering seconded that the Commission approve the following list of expenditures for September and estimated expenditures for October as follow:

	Expended Sept. 1952	Estimated Expenditures October 1952
Salaries	$55553.90	$55000.00
Contractual Services	756.97	1000.00
Maintenance & Repair Pub. Bldg.	2000.00	-0-
Books, etc.	7796.77	10000.00
Material and Supplies	250.00	1000.00
Fixed Charges	200.00	-0-
Rents	605.00	605.00
Heat, Light & Power	1600.00	1600.00
Pensions, etc.	5000.00	5000.00
Window Washing	811.50	187.10
Telephone & Telegraph	125.00	125.00
Fuels and Oil	65.00	65.00
	$ 74764.14	$74582.10

On motion of Commissioner Allen seconded by Commissioner LaPlace, and unanimously approved, the following resolution was adopted:

RESOLUTION #21

RESOLVED that a Departmental Work Order be issued to the Department of Public Works in the amount of $1,980, to set up funds to fabricate and install copper gutters and leaders on back of Noe Valley Branch Library building, and repair concealed gutter on front of building as per Departmental Job Estimate #3403 of the Bureau of Building Repair.

Commissioner Graves moved and Commissioner Mohr seconded that the Commission approvethe list of books on economic and political subjects in the amount of $105.07, as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund. Unanimously approved.

Commissioner Graves moved and Commissioner Ames seconded that the Commission approve the list of books on journalism in the amount of $11.71, as submitted by the Librarian, be purchased from the Edward T. Leech Memorial Fund. Unanimously approved.

Commissioner Graves moved and Commissioner Fischer seconded that the Commission approve the list of books on Latin America in the amount of $13.90 as submitted by the Librarian, be purchased from the Pan-American Society, Inc. Book Fund. Unanimously approved.

Commissioner Graves moved and Commissioner Dettmering seconded that the list of books on Californiana in the amount of $128.97, as submitted by the Librarian, be purchased from the Phelan Bequest Fund. Unanimously approved.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Dettmering informed the Commission that a study is being made to recommend certain reclassifications of positions now being held by staff members about to retire. He announced that a meeting of the Welfare of Employees Committee will be held Tuesday, October 14, 1952 at 5:15 p.m. to study the proposed reclassifications and to make its recommendations at the next regular meeting of the Commission.

PUBLIC RELATIONS & PROMOTION COMMITTEE

Commissioner Mohr informed the Commission of a discussion with the City Librarian relative to obtaining the cooperation of civic and fraternal groups to assist the Library Department in its budget requests; and further that a Friends of the Library meeting is contemplated for December with a prominent business leader as speaker to initiate such a program.

The Chair appointed Commissioner Mohr as Chairman for the purpose of organizing such a program.

COMMUNICATIONS

From Director of Property re: Statement of rent collected for August from U.S. Government for occupancy of Library Annex.
Place on file.

From Director of Property re: Transferring jurisdiction of a parcel of land in Funston Playground from Recreation-Park Commission to Library Commission for branch library purposes.
Place on file.

There being no further business to come before the Commission, the meeting was adjourned.

J. J. Allen, Secretary

November 19, 1952

Proceedings of the postponed meeting of the Library Commission held Tuesday, November 18, 1952 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Markowitz presiding.

The Oath of Allegiance to the Flag was recited.

On roll call, the following were noted present: Commissioners Allen, Cuddy, Dettmering, Fischer, Graves, Howard, La Place, Lepetich, Markowitz and Mohr. Absent: Commissioner Vayssie.

The minutes of the previous meeting were approved and placed on file.

The Chair, on behalf of the Commission, welcomed Mr. Ernest Draper Howard and Mr. Milton K. Lepetich to membership in the Library Commission, succeeding Mr. Paul T. O'Dowd and Mr. Alden Ames respectively.

The Chair recognized the members of the Education, Schools and Libraries Committee of the Grand Jury and thanked them for their interest and attendance at the regular meetings.

Commissioner Dettmering recommended that the Education, Schools and Libraries Committee report on the activities and functions of the Library Department, as submitted by this Committee to the Grand Jury be spread upon the minutes. It was so recommended.

Grand Jury Report

The San Francisco Public Library system consists of a Main Library, at the Civic Center Plaza, and 22 branches located in different neighborhoods. Potrero and Parkside are the two newest branches. The modern interior details and browsing rooms of the latter are most interesting.

Due for completion in 1954 is the Marina Branch, to be built at an estimated cost of $177,420.

The budget for 1952-53 appropriates $1,043,974 for support of the library system. Of this amount, $128,000 is provided for the purchase of some 32,000 books.

The administrative head of the system, City Librarian Laurence Clarke, rose through the various departments of our public library, and is doing an excellent job.

The Library Commission is composed of eleven citizens who serve without remuneration and who devote much of their time to this civic activity. They are keenly interested in their duties and are rendering a splendid service to the community.

The San Francisco Public Library system has a book collection numbering more than 900,000 titles of which 656,000 are bound volumes. The annual circulation of books is in excess of 2,700,000.

Our Library has been designated by the Federal Government as a depository for public documents - a policy of the Government in the case of all large city libraries. These documents furnish valuable source material for researchers. Access to such material is available through the service of the Research Department, a group of specially trained and qualified librarians.

The bulk of the library's books is kept in the Main Library and stowed on shelves reaching from floor to ceiling on the seven floors of the stack area. As patrons of the library are not admitted to the stack area, the library maintains a staff to go to the area and bring out desired books. The cataloging of the numerous volumes seems to be quite complete.

An outstanding feature of our Library is its Music Department. The complete piano and vocal scores of all the major operas are to be found in its files. It also furnishes a valuable contribution to the cultural life of the community by providing the complete score for all productions of the standard repertoire of the San Francisco Symphony Orchestra.

The resources of the San Francisco Public Library in fine and creative art stand among the five richest in the United States. It has the greatest single collection of art books in the west, numbering some 70,000 volumes. It covers all fields of art from the caveman to the abstract.

Among the special collections on hand is a very fine collection on Wit and Humor donated by Mr. Nat Schmulowitz, a local attorney, who is constantly adding to this collection.

Another fine collection is that on Economic and Political Subjects, which is constantly being augmented by purchases from the Fuhrman Bequest Fund.

One of the largest and choicest of the collections is the collection on Californiana, which is constantly being added to by purchases from the Phelan Bequest Fund.

The basement of the Main Library serves as a depository for the Adolph Sutro Collection, which is owned by the State of California. In this collection are many rare books, some having been published 500 years ago. The End.

The regular order of business was suspended to hear Mr. Stuart Boland, librarian in charge of Bernal Branch Library and delegate to the California Library Association Conference in Pasadena October 22-25, 1952.

Mr. Boland presented an interesting and comprehensive report on the Conference as well as the problems confronting branch librarians in attracting new borrowers, supplying the necessary books and periodicals, and the procedures necessary to gain community support and interest in the Library, with particular emphasis on its branch library system.

Commissioner Markowitz thanked Mr. Boland for his fine presentation and invited him to remain for the balance of the meeting.

The regular order of business was resumed.

LIBRARY OPERATIONS COMMITTEE

Mrs. Porter, representing the Hartsook Photo Studios stated that since her previous meeting with the Library Commission, a prominent business organization has been contacted relative to sponsoring her project to photograph prominent Californians in various fields of endeavor for inclusion in a photographic collection for historical purposes, to be housed in the San Francisco Public Library.

The Chair thanked Mrs. Porter for her time and effort on behalf of this worthy undertaking and requested her to communicate with the City Librarian who in turn would refer the matter to the Library Operations Committee for investigation and report.

The Chair informed the Commission of the vacancy in the office of Second Vice-President occasioned by the transfer of Commissioner Ames to the Public Welfare Commission, and declared nominations for this office in order.

On motion of Commissioner La Place, seconded by Commissioner Allen, Commissioner Dettmering was nominated for the office of Second Vice President.

Commissioner Mohr moved and Commissioner Fischer seconded that the nominations be closed.

On motion duly made, seconded and unanimously approved, Commissioner Dettmering was elected Second Vice-President.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Cuddy informed the Commission of a meeting held with City Planner Paul Opperman and members of the Planning Commission relative to the proposed survey of library sites in line with the original survey prepared by the Planning Commission in 1948.

Commissioner Cuddy concluded his remarks by stating that the Planning and Development Committee will review the Planning Commission's preliminary report prior to preparation of a formal survey for presentation to the Library Commission.

FINANCE, AUDIT & BUDGET COMMITTEE

Commissioner Graves moved and Commissioner Dettmering seconded that the Commission approve the list of expenditures for October and estimated expenditures for November as follow:

	Expended Oct. 1952	Est. Exp. Nov. 1952
Salaries	$54804.11	$55000.00
Contractual Services	1210.28	1500.00
Maintenance & Repair Bldgs.	4441.00	-0-
Binding Books	15000.00	-0-
Materials & Supplies	1457.32	1000.00
Books, etc.	12530.37	10000.00
Equipment	1220.00	-0-
Services Other Departments	1280.00	-0-
Rents	605.00	605.00
Heat, Light & Power	1533.00	1600.00
Pensions, etc.	5200.00	5000.00
Window Washing	75.00	187.10
Telephone & Telegraph	125.00	125.00
Fuels & Oil	65.00	65.00
	$99546.08	$75682.10

Commissioner Graves moved and Commissioner La Place seconded that the Commission approve the list of books on economic and political subjects in the amount of $91.35, as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund.
Unanimously approved.

Commissioner Graves moved and Commissioner Allen seconded that the Commission approve the list of books on Journalism in the amount of $15.99, as submitted by the Librarian, be purchased from the Edward T. Leech Fund. Unanimously approved.

Commissioner Graves moved and Commissioner Fischer seconded that the Commission approve the list of books on Latin America in the amount of $8.70, as submitted by the Librarian, be purchased from the Pan American Society, Inc. Book Fund.
Unanimously approved.

Commissioner Graves moved and Commissioner Mohr seconded that the Commission approve the list of books on Californiana in the amount of $68.03, as submitted by the Librarian, be purchased from the Phelan Bequest Fund. Unanimously approved.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Dettmering discussed the proposed changes in classification from Head Order, Music and Catalog Librarian to the general classification of Head Librarian. On motion of Commissioner Dettmering, seconded by Commissioner Cuddy, and unanimously approvod, the Library Commission requested the Civil Service Commission to restore the classification of Head Librarian to these positions.

Commissioner Dettmering informed the Commission of the recent retirement of Misses Ella De Andreis and Mary F. Murphy, Assistant to the City Librarian and Head of the Order Department respectively. He recommended that resolutions of commendation be prepared and presented to them for their long and faithful service to the City of San Francisco in general and the Public Library Department in particular. It was so recommended.

PUBLIC RELATIONS & PROMOTION COMMITTEE

Commissioner Mohr spoke on the attendance of Commissioner La Place, City Librarian Clarke and herself at the recent California Library Association Conference held in Pasadena, October 22-25, and of the highly successful Trustees Meeting and Workshop with over fifty trustees from the various libraries in California in attendance.

Commissioner Mohr stated that due to many library activities in December, the Friends of the Library meeting has been postponed until the first part of next year.

The Chair announced the following new appointments to the standing committees of the Commission:

Commissioners	Allen and La Place	Planning & Development
"	Lepetich	Welfare of Employees
		Judiciary
"	Howard	Finance, Audit & Budget
		Public Relations
"	Vayssie	Library Operations

The Chair directed the Secretary to prepare a new roster of the membership of the standing committees for the information of the Commissioners.

NEW BUSINESS

The City Librarian submitted for the consideration of the Library Commission, the proposed budget for the fiscal year 1953-54. After discussing the various appropriations seriatim, the following preliminary budget recommendations were submitted for subsequent discussion and approval:

LIBRARY DEPARTMENT'S BUDGET

	Budget 1952-3	Librarian's Recommendation	Increase
Permanent Salaries	$529,905	$559,102	$ 29,197
Overtime Allowance	500	1,000	500
Temporary Salaries	2,600	5,000	2,400
Wages	173,947	180,947	7,000
Binding	47,000	52,000	5,000
Contractual Services	29,137	34, 137	5,000
Services Other Depts*	5,130	-	-
Maintenance & Rep. Bldgs.	21,775	42,775	21,000
Materials & Supplies	16,000	19,500	3,500
Books & Binding Supplies	128,000	141,000	13,000
Books - Marina Branch	-	25,000	25,000
Films & Records	-	10,000	10,000
Fixed Charges	8,523	9,054	531
Equipment	2,567	3,000	433
Heat, Light & Power	24,000	25,000	1,000
Pensions & Retirement	61,548	65,141	3,593
Buildings	-	300,000	300,000
Land	-	55,000	55,000
	$1,050,632	$1,527,656	$482,154

*Awaiting interdepartmental job estimate from Recreation-Park Department to maintain planted areas surrounding library buildings for fiscal year 1953-54.

The Chair referred the matter of increases in the Wages Appropriation (i.e. hours of operation) and General Book Appropriation (Films and Records) to the Library Operations Committee, and the matter of increases in the Equipment and Capital Improvements Appropriations to the Planning and Development Committee for further investigation and report.

The Chair directed the Librarian to prepare mimeographed copies of the preliminary budget recommendations for the fiscal year 1953-4 for the information and guidance of the Commissioners.

COMMUNICATIONS

From San Francisco Planning and Housing Association re: Assistance of this Association in all civic matters of mutual concern.

Acknowledge and place on file.

From Real Estate Department: Statement of rentals collected from U. S. Government for September and October occupancy of the first floor, Library Annex, 45 Hyde Street.

Acknowledge and place on file.

There being no further business to come before the Commission, the meeting was adjourned to December 9, 1952.

J. J. Allen, Secretary

December 10, 1952

Proceedings of the postponed meeting of the Library Commission held Tuesday, December 9, 1952 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Markowitz presiding.

The Pledge of Allegiance to the Flag was recited.

On roll call, the following were noted present: Commissioners Cuddy, Dettmering, Fischer, Graves, Howard, Lepetich, Markowitz, Mohr and Vayssie. Absent: Commissioners Allen and La Place.

The minutes of the previous meeting were approved and placed on file.

The Chair welcomed Commissioner Vayssie back from his extended leave of absence and requested him to give a brief resume of his travels in Europe.

The Chair thanked Commissioner Vayssie for his interesting and informative talk and the regular order of business was resumed.

The Librarian referred to the Commission meeting held November 18, 1952 at which time the Library Department's tentative budget for the fiscal year 1953-54 was recommended for approval, and of subsequent increases in the Services of Other Departments, Maintenance and Repair of Public Buildings, Equipment, and Construction of Buildings Appropriations respectively.

The Librarian informed the Commission that the Controller's Departmental Instruction #377, dated November 28, 1952, pertaining to the preparation of the 1953-54 budget estimates, particularly refers to a change in procedure relative to the repair and maintenance of public buildings as follows:

"All Departments requesting funds for the following purposes: Buildings, Other Structures, Improvements, and Maintenance and Repair of Buildings, shall not include such requests in their departmental budgets as has been the practice in prior years, but shall, as early as practicable, request the Department of Public Works to include such requests in the Department of Public Works' Budget."

The Librarian stated that he had conferred with the Controller relative to this matter and quoted Section 43 of the Charter as it pertains to the powers and duties of the Library Commission in this regard.

On motion of Commissioner Cuddy, seconded by Commissioner Dettmering and unanimously approved, the following resolution was adopted:

RESOLVED That the Library Commission include in its 1953-54 budget all items referred to in the Controller's Departmental Instruction #377, Page 4, Section 11, dated November 28, 1952, indicating thereon that these items have also been referred to the Department of Public Works for inclusion in its budget, and at the same time, so advise the Department of Public Works to include these items; and be it

FURTHER RESOLVED That the Library Commission request the City Attorney to prepare an opinion as to the powers and duties of the Library Commission to build, maintain, operate and control properties of and for the Library Department, which functions are brought into question by the Controller's Departmental Instruction #377.

The City Librarian referred to the revised estimate for Capital Improvements, and on motion of Commissioner Cuddy, seconded by Commissioner Dettmering, an amount of $331,000 for building construction, plans and specifications and other costs for the proposed North Beach and Park Merced-Stonestown Branch Libraries respectively was included in the Capital Improvements Appropriation request.

Unanimously approved.

Commissioner Cuddy moved, and Commissioner Dettmering seconded that the Library Commission include in the Land Appropriation request the sum of $5,000 for the purchase of land for the proposed North Beach Branch Library (in addition to the $30,000 earmarked for this purpose in previous budgets), and $20,000 for the purchase of land for the proposed Park Merced-Stonestown Branch Library.

On the question of requesting an additional $5,000 for purchase of land for the proposed North Beach Branch Library, Commissioners Mohr and Vayssie cast dissenting votes expressing the opinion that while public lands such as Washington Square are available in the North Beach District, the Library Commission should not purchase property for branch library purposes in this area.

The Librarian referred to the increases in the Equipment and Services of Other Departments Appropriations for inclusion in the 1953 1954 budget request.

On motion of Commissioner Cuddy, seconded by Commissioner Fischer and unanimously adopted, the Library Commission approved an amount of $5,518 in the Equipment Appropriation and an amount of $9,800 in the Services of Other Departments Appropriation, for the proper maintenance of grounds surrounding public library buildings.

In the absence of Chairman La Place, Commissioner Graves reported that the Library Operations Committee (he dissenting) recommended that the increase of $7,000 in the Wages Appropriation to provide limited service on Sundays in the Main Library, not be included in the Department's budget for 1953-4.

On motion duly made and seconded, the Committee's recommendation was not approved, and this sum of $7,000 was included in the budget request for 1953-54.

The Librarian stated that these aforementioned changes in the budget request will reflect a Library Department budget of $1,555,394, or an increase of $504,762 over the fiscal year 1952-53.

On motion duly made, seconded and unanimously approved, the following budget requests for 1953-54 were adopted:

BUDGET

	Budget 1952-3	Commission's Request 1953-54	Increase
Permanent Salaries	$529,905	$559,102	$ 29,197
Overtime Allowance	500	1,000	500
Temporary Salaries	2,600	5,000	2,400
Wages	173,947	180,947	7,000
Binding	47,000	52,000	5,000
Contractual Services	29,137	34,137	5,000
Services Other Departments	5,130	9,800	4,670
Maintenance & Repair Bldgs.	21,775	57,195	35,420
Materials & Supplies	16,000	19,500	3,500
Books & Binding Supplies	128,000	141,000	13,000
Books - Marina Branch	-	25,000	25,000
Films & Records	-	10,000	10,000
Fixed Charges	8,523	9,054	531
Equipment	2,567	5,518	2,951
Heat, Light & Power	24,000	25,000	1,000
Pensions & Retirement	61,548	65,141	3,593
Land	-	25,000	25,000
Buildings	-	331,000	331,000
	$1,050,632	$1,555,394	$504,762

The Librarian received a communication from Mr. Paget-Fredericks offering for the consideration of the Commission various collections of books, prints, paintings, furniture, etc.

The Chair referred this matter to Commissioner Mohr, Chairman of the Public Relations and Promotion Committee, for investigation and report.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Cuddy referred to a communication received from the Great Highway Club requesting the Commission to reconsider placing a branch library in the Sunset Community Center, and also a letter from the Redevelopment Agency regarding branch library facilities in the proposed Diamond Heights Redevelopment Project.

The Chair requested the Committee to study these proposals and to submit its recommendations at the next regular meeting of the Commission.

Commissioner Cuddy spoke of a committee meeting held with the architectural firm of Appleton & Wolfard on Tuesday, December 2, 1952, to discuss the pre-preliminary plans and sketches for the proposed Marina Branch Library, and he placed these plans and sketches before the Commission for its review.

At the conclusion of the discussion, and on motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLVED THAT the pre-preliminary plans prepared for the Marina Branch Library by the firm of Appleton & Wolfard be approved by the Commission; and be it

FURTHER RESOLVED That the architects be directed to prepare final preliminary plans under the guidance of the Committee and Librarian for submission to the Commission for its study and recommendation.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Graves moved and Commissioner Dettmering seconded that the Commission approve the following list of expenditures for November and estimated expenditures for December:

	Expended Nov. 1952	Est. Expend. Dec. 1952
Salaries	$54439.51	$55000.00
Contractual Services	1433.10	1500.00
Maintenance, Rep. Bldgs.	500.00	3500.00
Material & Supplies	489.53	1000.00
Books, etc.	9017.39	10000.00
Services Other Departments	-0-	1925.00
Rents	605.00	605.00
Heat, Light & Power	1630.00	1700.00
Pensions, etc.	5200.00	5000.00
Window Washing	187.10	187.10
Telephone & Telegraph	125.00	125.00
Fuels & Oil	65.00	65.00
	$73691.63	$80607.10

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #22

RESOLVED That a Departmental Work Order in the amount of $1,500 be issued to the Department of Public Works to cover additional repairs to the Main Library and branches for the period ending December 31, 1952 due to the recent storms which caused considerable damage to roofs, sidewalls, and basement areas, etc.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #23

RESOLVED That a Departmental Work Order in the amount of $2,000 be issued to the Department of Public Works to cover repairs to the Main Library and branches for the period ending March 31, 1952.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #24

RESOLVED That a Departmental Work Order in the amount of $1,250 be issued to the Retirement System to cover Workmen's Compensation benefits for the period ending June 30, 1952.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #25

RESOLVED That a Departmental Work Order in the amount of $50.00 be issued to the Purchasing Department to cover reproduction work for the period ending June 30, 1952.

Commissioner Graves moved, and Commissioner Mohr seconded that the Commission approve the list of books on Californiana in the amount of $210.86, as submitted by the Librarian, be purchased from the Phelan Bequest Fund. Unanimously approved.

Commissioner Graves moved, and Commissioner Lepetich seconded that the Commission approve the list of books on economic and political subjects in the amount of $48.15, as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund. Unanimously approved.

Commissioner Graves moved and Commissioner Vayssie seconded that the Commission approve the list of books on Latin America in the amount of $4.64, as submitted by the Librarian, be purchased from the Pan-American Society, Inc. Book Fund. Unanimously approved.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Dettmering informed the Commission that the Civil Service Commission released its preliminary report regarding salary standardization which does not include any recommendations for increases in salaries, pending hearings which will be held starting December 12, 1952.

Commissioner Dettmering recommended that the Commission pass a resolution requesting that the Civil Service Commission give consideration to increases in the salaries of employees of the Library Department in the professional, clerical and maintenance classifications.

On motion of Commissioner Dettmering, seconded by Commissioner Lepetich, and unanimously approved, the following resolution was adopted:

RESOLUTION #26

RESOLVED That the Library Commission request the Honorable Civil Service Commission, individually and collectively, to give consideration to a salary increase for the City Librarian, Secretary of the Commission, and members of the professional, clerical and maintenance staffs, as supported by data compiled by the Civil Service Commission in its Salary and Wage Survey Report of December 5, 1952; and further

RESOLVED THAT copies of this resolution be spread upon the minutes and directed to the attention of the members and Secretary of the Civil Service Commission.

PUBLIC RELATIONS AND PROMOTION COMMITTEE

Commissioner Mohr gave a report on the many activities in the Public Library During November and events scheduled for December. She concluded her report by recommending that the Library Commission sponsor a reception for visiting students from the International Education Institute on December 22, 1952 in the Commissioners' Room, Main Library. It was so recommended.

Commissioner Markowitz addressed the Commission with the following remarks:

"My dear Commissioners, I believe it is fitting, before we adjourn for the last time this year, that we give thought to the approaching Yuletide Season. We do not meet again until 1953, so with the close of the year fast approaching, may I sincerely wish for you and yours a very happy Yuletide season.

In closing, may I state that you have been very kind to me this past year, and your fine spirit of cooperation during 1952 has been an inspiration to me as your President. Therefore, to you, my fellow Commissioners, to our Librarian and our Secretary, and the entire Library Staff, may I offer my sincerest wishes for a very Happy Christmas and for a New Year of good health and happiness, and above all, restoration of peace to this troubled universe."

COMMUNICATIONS

From Bay View Civic Club re: Assisting the Library Department in its endeavor to obtain funds to improve library service to the public. Acknowledge with appreciation and place on file.

From Sheridan Parent-Teachers Association re: Concern with the present public library facilities. Acknowledge and place on file.

There being no further business to come before the Commission, the meeting was adjourned to January 13, 1953.

Joseph J. Allen, Secretary

January 14, 1953

Proceedings of the postponed meeting of ths Library Commission held Tussday, January 13, 1953 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m. President Markowitz preeiding.

The Pledge of Allegiancs to the Flag was rscited.

On roll call ths following wsre notsd present: Commissioners Allen, Cuddy, Dettmering, Fiecher, Graves, Howard, La Place, Lspetich, Markowitz, Mohr and Vayssie. Abeent: Commissioner Mohr.

The minutes of the previous meeting were approved and placed on file.

The regular order of business was suspended to hsar Miss Margaret Windele, Chief Branch Librarian, discuss the main operations of the Branch Department: (1) the coordination of the work of branches with the Main Library and (2) ths interloan of books betwesn the Main Library and the Branches.

Commissioner Markowitz thanked Miss Windels for her ihteresting and informative presentation and the rsgular ordsr of business was reeumed.

Commissioner Markowitz introduced Mrs. Roy Newell, Library Repreeentative from ths League of Women Votsre of San Francisco, and extended a cordial invitation to her to attend the regular meetings of the Commission.

The Librarian referred to the rsvised budget estimate for the fiscal year 1953-54 and notsd incrsases due under the present salary ordinance as to permanent salaries and wages as well as a correspond-ing increase in the retirement appropriation.

The Librarian recommended that the revised budget request in the amount of $1,571,885, be submitted to His Honor the Mayor and the Honorable Board of Supervisors for their consideration.

It was eo rscommended.

The Librarian informed the Commission of the in-servics training program inaugurated at his bshsst for the training of X-42 Librarians, during thsir probationary period, in the functions and procedurss of the Order, Reference, Catalog and Branch Depsrtments respectively.

The Librarian stated that the observance of California Library Week will bs held from March 8-15, 1953. Exhibits, TV and radio programs, newspaper publicity, etc. are planned for this occasion. He etated that this observance was inaugurated by ths San Francisco Public Library in 1946, and since that time has grown to state-wide proportions and now plays an important part in the California Library Association'e calendar of major events.

The Librarian informed the Commission that ths Planning and Development Committes, having received approval by the Commission pre-preliminary sketches and plans for ths proposed Marina Branch Library, has directed the architectural firm of Applston and Wolfard to prepare the final preliminary plans for submission to the Commission at its February meeting.

The Librarian etated that he conferred with City Controller Ross regarding Controller's Departmental Instruction #377, Paragraph 11, which in effect directs the transfsr of the Maintenance and Repair of Buildings Appropriation (O.E. 2-13) from ths Library Dspartment to the jurisdiction of ths Department of Public Works.

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The Controller requested that this matter be held in abeyance pending receipt of an opinion from the Controller's Attorney relative to his authority in this matter.

It was so ordered.

The Librarian concluded his report by stating that the City Planning Commission will submit a preliminary report on a survey, undertaken at the request of the Library Commission, of future branch library sites prior to the February meeting of the Commission.

Commissioner Cuddy referred to complaints received regarding inadequate lighting in certain branches of the Library System.

Commissioner Cuddy moved and Commissioner Fischer seconded that this matter be referred to the appropriate committee for investiga- and further, that the committee consult with the Librarian to request the necessary funds in the Library Department's 1953-54 budget request to correct this condition.

The Chair referred this matter to the Library Operations Committee for investigation and recommendation.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Cuddy informed the Commission of the receipt of a communication from the Great Highway Club requesting the Library Commission to reconsider placing a branch library in the Sunset Community Center. He submitted, for the approval of the Commission, a letter expressing the views of the Commission in this matter.

On motion duly made, seconded and unanimously approved, the President was requested to affix his signature to this communication for transmittal to the Great Highway Club.

Commissioner Cuddy concluded his report by reading the contents of a letter received from the Redevelopment Agency, and referred to his Committee, which requested the Commission to make a study of the need for a branch library in the Diamond Heights Redevelopment Area.

Commissioner Cuddy stated in his reply that the Library Commission will not be in a position to act with regard to this matter until the basic work of our current study of a master plan for the location of future branch libraries is completed.

On motion duly made, seconded and unanimously approved, the President was requested to affix his signature to this communication for transmittal to the Redevelopment Agency.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Graves moved and Commissioner Dettmering seconded that the Commission approve the list of expenditures for December and estimated expenditures for January as follow:

	Expended December 1952	Est. Expend. January 1953
Salaries	$56726.30	$55000.00
Contractual Services	1128.50	1000.00
Maintenance & Repair Bldgs.	2000.00	-0-
Material & Supplies	622.87	1000.00
Books, etc.	8841.67	10000.00
Equipment	28.84	-0-
Services Other Departments	1925.00	-0-
Fixed Charges	1750.00	-0-
Rents	605.00	605.00
Heat, Light & Power	1630.00	1700.00
Pensions	5200.00	5000.00
Window Washing	823.60	187.10
Telephone & Telegraph	125.00	125.00
Fuels & Oil	65.00	65.00
	$81471.78	$74682.10

Commissioner Graves moved and Commissioner La Place seconded that the Commission approve the list of books on economic and

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political subjects in the amount of $67.90, as submitted by the Librarian, be purchased from the Fuhrman Bequsst Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner Vayssie seconded that the Commission approve ths list of books on Californiana in the amount of $17.85, as submitted by the Librarian, be purchased from the Phelan Bequest Fund.

Unanimously approvsd.

Commissioner Graves moved and Commissioner Cuddy seconded that the Commission approve the list of books on journalism in the amount of $3.02, as submitted by the Librarian, be purchased from the Edward T. Leech Msmorial Fund.

Unanimously approved.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Dettmering reported on ths proposed reorganization and reassignment of duties and responsibilities in the administrative positions of ths Library Department due to the recent retirement of Miss Ella De Andreis, Assistant to the City Librarian.

Commissioner Cuddy moved and Commissioner Graves seconded that action in this matter be defsrred until the nsxt mseting of the Commission with the request that ths Librarian prepare a memorandum covering in detail the proposed changes in the classifications involved.

It was so ordered.

Commissioner Dettmering concluded his report by referring to the excsllent chronology of the Library Department compiled by Miss Frances K. Langpaap for the information of the Commission.

The Chair directsd the Sscretary to prepars a letter commending Miss Langpaap for her tims and effort in preparing this chronology.

The Librarian informed the Commission of the retirsment of Mrs. Helen Livingston, Librarian in chargs of Golden Gate Vallsy Branch. Mrs. Livingston had been in the Library Department for thirty-six years.

Commissioner Dettmering moved and Commissioner Allen seconded that a resolution of commendation be prepared and presented to Mrs. Livingston for her long and faithful service to the City of San Francisco in general and the Public Library Departmsnt in particular.

It was so ordered.

PUBLIC RELATIONS AND PROMOTION COMMITTEE

Commissioner Howard, in the absence of Commissioner Mohr, reported on the many activities and exhibits at the Main Library and Branches during the month of December, and made particular reference to the record-breaking attendance at the film programs on Thursday afternoons and evenings at the Main Library.

The Chair congratulated Commissioners Cuddy, Fischer and Vayssie on their reappointment to the Library Commission by His Honor Mayor Elmer E. Robinson, and extendsd a cordial invitation to ths members of the Commission to attend ceremonies in connsction with their reappointment, to be held Thursday, January 15, 1953, in ths chambers of the Mayor's Office.

COMMUNICATIONS

From the Real Estate Dspartment rs: Statement of rental collected from U. S. Government for 45 Hyde Street for month of November 1952.

Place on file.

From Sheridan P.T.A. re: Concern with the present library service and limited improvements, and Commission's reply to sams.

Refer this matter to the Public Relations & promotion Committee.

There being no further business to come bsfore the Commission, the meeting was adjourned to February 3, 1953.

~~Secretary~~

January 21, 1953

Proceedings of the special meeting of the Library Commission held Tuesday, January 20, 1953 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Markowitz presiding.

The Pledge of Allegiance to the Flag was recited.

On roll call the following were noted present: Commissioners Allen, Cuddy, Dettmering, Fischer, Graves, Howard, La Place, Lepetich, Markowitz, Mohr and Vayssie.

The matters discussed at the special meeting were as follow: (1) the report submitted at the regular January meeting of the Commission by the Welfare of Employees Committee relative to reclassification of certain positions in the Library Department and contemplated reassignment of duties occasioned by the retirement of the Assistant to the City Librarian; and (2) proposed resolution to amend Bill No. 220, Ordinance No. 22.011 (Library Department's Revolving Fund) increasing the permissible amount from $500 to $1,000 - and requesting the Mayor and Board of Supervisors to provide the necessary funds by supplemental appropriation.

The Chair referred to the report of the Welfare of Employees Committee, and following a general discussion Commissioner Dettmering moved and Commissioner La Place seconded that the following resolution be adopted:

RESOLUTION #27

RESOLVED That the duties and responsibilities of the Secretary to the Library Commission be expanded to include (1) his present duties and responsibilities, (2) the duties and responsibilities previously performed by the Assistant to the City Librarian and (3) acting in behalf of the City Librarian in his absence; and

FURTHER RESOLVED That the Civil Service Commission be requested to establish a salary range in accord with the revised scope of duties and responsibilities; and be it

FURTHER RESOLVED That the position of B423 Assistant to the City Librarian be reclassified to a new position of Personnel Assistant or a similar classification, to perform certain detailed duties heretofore performed by the Assistant to the City Librarian.

Unanimously approved.

Commissioner Graves, Chairman of the Finance, Audit & Budget Committee referred to the Controller's directive (Procurement Procedure #19) authorizing departments having revolving funds to make petty purchases up to but not exceeding $50.00, and he emphasized the fact that the present Revolving Fund Ordinance enacted in 1933 is inadequate to handle the increased demands on the Revolving Fund with the result that considerable delay is encountered in issuing petty purchase requisitions for books and materials and supplies as well as small contractual items.

Commissioner La Place moved and Commissioner Lepetich seconded that the following resolution be adopted:

RESOLUTION #28

RESOLVED That the Library Commission request the Honorable Mayor and Board of Supervisors to amend Bill No. 220, Ordinance No. 22.011, entitled "Establishing a Revolving Fund for the Library Department of the City and County of San Francisco", and providing for the administration of said fund and for the reimbursement thereof, and making an appropriation therefore, by increasing the permissible amount of said fund from $500 to $1,000, and by changing the designation "Board of Library Trustees" to "Library Commission", and be it

FURTHER RESOLVED That a supplemental appropriation in the amount of $500 be requested from the Honorable Mayor and Board of Supervisors from the surplus existing in the Book Appropriation, to provide the necessary funds to increase the amount permitted in said fund from $500 to $1,000.

Unanimously approved.

There being no further business to come before the Commission, and on motion duly made, seconded and unanimously approved, the special meeting was adjourned to Tuesday, February 3, 1953.

J. J. Allen, Secretary

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February 4, 1953

Proceedings of the regular meeting of the Library Commission held Tuesday, February 3, 1953, in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Markowitz presiding.

The Pledge of Allegiance to the Flag was recited.

On roll call the following were noted present: Commissioners Allen, Cuddy, Dettmering, Fischer, La Place, Lepetich, Markowitz, Mohr and Vayssie. Absent: Commissioner Graves, due to illness.

The minutes of the regular meeting of January 13, and special meeting of January 20, respectively were approved and placed on file.

The regular order of business was suspended to hear Mr. Joseph Cervetto, representing twenty-two organizations comprising the Italian Federation of California, regarding the Federation's objection to placing the proposed North Beach Branch Library in Washington Square. Mr. Cervetto stated that his organization has undertaken a study of the area surrounding the square, and will submit a list of several possible sites for the consideration of the Commission. Mr. Cervetto concluded his remarks by introducing Mrs. Erskine, Mrs. Duhagon, Mr. De Martini, and Mr. Cesari, members comprising the Library Committee from the Italian Federation of California.

Mr. Joseph Moser, President of the Noriega Merchants Association, and the Reverend J. Orville Evans, Pastor of St. Francis Methodist Church, addressed the Commission as to the need of adequate library facilities in the Outer Sunset District, and stated that a few vacant stores on 31st and 32d Avenues near Noriega are available for branch library purposes, and suggested that the Commission consider this possibility before establishing a permanent library facility.

The Reverend Evans added that his parishioners are very much interested in having the Outer Sunset Branch Library placed in the Sunset Community Center as originally planned, but for the present time, would approve a library in rented quarters.

Commissioner Cuddy informed the representatives of the Outer Sunset Area that the Commission is engaged in a study of future branch library locations with the City Planning Commission, and that the Commissioners are open-minded as regards library facilities in the Sunset Community Center; and further that this area holds a high priority in the branch library extension program.

Commissioner Mohr moved and Commissioner La Place seconded that the matter be referred to the Planning and Development Committee.
Unanimously approved.

Commissioner Markowitz thanked the representatives from the Outer Sunset District and the delegation from the Italian Federation for their time and interest in presenting these matters before the Commission and excused them from the balance of the meeting.

The regular order of business was resumed.

The City Librarian informed the Commission that the Library Department's budget for the fiscal year 1953-54 was submitted in final form to the Controller's Office on January 31, 1953, and will be consolidated with budgets of other departments and submitted to the Mayor by March 1, 1953. The Librarian added that the Commission will wait upon the Mayor as in previous years to discuss the increases requested in various appropriations.

The Librarian reported that the State Assembly Sub-committee on Finance has approved for inclusion in the State Library Budget the sum of $13,750 to conduct a survey of all libraries in the State of California. He added that the San Francisco Public Library has been invited to participate in a Workshop on Library Standards at Sacramento from March 28 - April 2, 1953, as a forerunner of this survey.

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The Librarian informed the Commission that Mrs. Grace Stevens has been assigned to Parkside Library as Children's Librarian, to develop an active children's program in both Parkside and West Portal Branch Libraries, with the ultimate goal of establishing similar programs throughout the branch library system.

The City Librarian concluded his report by recommending that the Public Library establish a closer liason with the School Department to develop forums, discussion groups, etc., with the aims of stimulating interest and increasing circulation. The Chair referred this matter to the Public Relations and Promotion Committee.

LIBRARY OPERATIONS COMMITTEE

Commissioner La Place stated that the members of the Library Operations Committee visited the Main and several branch libraries to inspect the lighting and conduct light tests. The Committee recommended that estimates be obtained prior to the March meeting for furnishing and installing adequate lighting in two branch libraries; and further that a supplemental budget request be made to provide the necessary funds for this work.

It was so recommended.

Commissioner La Place concluded her report by recommending that the overall cost of installing adequate lighting in the Main and several branch libraries be included in the Library Department's Capital Improvement Program for inclusion in a contemplated bond issue to be presented to the Mayor and Board of Supervisors the latter part of the year.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Cuddy placed before the Commission the final preliminary drawings and specifications for the proposed Marina Branch Library, and on motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #31

RESOLVED That the Library Commission approve the final preliminary drawings and outline specifications for the proposed Marina Branch Library as prepared by the architectural firm of Appleton and Wolfard.

Commissioner Cuddy concluded by stating that the City Planning Commission, in cooperation with the Library Commission, prepared a preliminary site survey for future branch libraries, as well as recommendations to re-locate some existing branch libraries. Commissioner Cuddy expressed the opinion that out of these discussions the Library Commission will be guided in its deliberations toward laying a solid foundation for future branch library locations.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Vayssie moved and Commissioner Dettmering seconded that the Commission approve the list of expenditures for January and estimated expenditures for February as follow:

	Expended January 1953	Est. Expenditures February 1953
Salaries	$56084.71	$55000.00
Binding Books	15000.00	-0-
Contractual Services	961.84	500.00
Maintenance Pub. Bldgs.	350.00	-0-
Material & Supplies	731.13	1000.00
Books, etc.	6521.73	10000.00
Equipment	223.77	-0-
Fixed Charges	20.00	-0-
Rents	615.00	615.00
Heat, Light & Power	1630.00	1700.00
Pensions	5200.00	5000.00
Window Washing	187.10	187.10
Telephone & Telegraph	125.00	125.00
Fuels & Oil	65.00	65.00
	$87715.28	$74192.10

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Commissioner Vayssie moved and Commissioner Lepetich seconded that the Commission approve the list of books on economic and political subjects in the amount of $116.10, as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund.

Unanimously approved.

Commissioner Vayssie moved and Commissioner Fischer seconded that the Commission approve the list of books on Latin America in the amount of $15.77 as submitted by the Librarian, be purchased from the Pan-American Society, Inc. Book Fund.

Unanimously approved.

Commissioner Vayssie moved and Commissioner Mohr seconded that the Commission approve the list of books on Californiana in the amount of $20.91, as submitted by the Librarian, be purchased from the Phelan Bequest Fund.

Unanimously approved.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 29

RESOLVED That the Library Department be authorized to charge a fee of 50¢ for clerical service in connection with the preparation of affidavits attesting to the authenticity of vital statistics appearing in the files of the Newspaper and Reference Departments.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Dettmering moved and Commissioner Allen seconded that the following resolution be adopted:

RESOLUTION NO. 30

RESOLVED That the City Librarian, Laurence J. Clarke, be permitted to attend a workshop on California Public Library Standards sponsored by the California State Library from March 28 to April 3, 1953, in Sacramento; and be it

FURTHER RESOLVED That travelling expenses incurred be paid from City funds in accord with Ordinance 4942, Series of 1939, adopted by the Board of Supervisors, April 15, 1948.

City Librarian Clarke read a communication from former Library Commissioner Nat Schmulowitz complimenting Miss Cadell, Head Reference Librarian for her able assistance in preparing research materials for his use.

Commissioner Cuddy recommended that a brief portion of this communication be spread upon the minutes:

"While I am sure that the Library Commission is fully aware of the unusual talents of Miss Cadell, and while of course I know that you are appreciative of the contribution which she is constantly making to the service which the Library is called upon to render, I nevertheless trust that you will feel free to call to the attention of the Commission this unusually effective service which Miss Cadell currently performed for me as a service on behalf of the Library."

PUBLIC RELATIONS AND PROMOTION COMMITTEE

Commissioner Mohr outlined the program of events for the celebration of California Public Library Week, to be held March 8-14, 1953, and stated that mimeographed copies of the program will be sent to the Commissioners for their information.

Commissioner Mohr informed the Commission of the enthusiasm and interest displayed by members of the staff in planning for this observance and of the lead taken by the San Francisco Public Library in particular to ensure the success of this state-wide celebration.

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Commissioner Mohr recommended that the Library Commission express its sincere appreciation to the Staff Association and Committee for their untiring efforts on behalf of the Library and for the successful prosecution of California Library Week.

Commissioner Mohr referred to recent changes made in the Library Commission by His Honor Mayor Elmer E. Robinson and recommended that the Secretary communicate with former Library Commissioners Ames and Howard expressing the Commission's appreciation for their whole-hearted cooperation while members of the Library Commission, and wish them continued success in their new assignments as members of the Redevelopment Authority and Public Welfare Commission respectively.

It was so recommended.

COMMUNICATIONS

From Mrs. Ernest Born, San Francisco Planning and Housing Committee re: Placing proposed North Beach Library in Washington Square.

Acknowledge and place on file.

From Mr. Joseph E. Moser, President Noriega Merchants Ass'n re: Placing library facilities in Outer Sunset District.

Refer to minutes.

From Francis Scott Key P.T.A. Re: request to locate Outer Sunset Branch Library in Sunset Community Center.

Acknowledge and place on file.

From Real Estate Department re: Statement of rental collected from U. S. Government for 45 Hyde Street for month of December 1952.

Place on file.

There being no further business to come before the Commission the meeting was adjourned to March 3, 1953.

Joseph J. Allen

Joseph J. Allen, Secretary

FEB 3 1953

March 4, 1953

Proceedings of the regular meeting of the Library Commission held March 3, 1953 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Markowitz presiding.

The Pledge of Allegiance to the Flag was recited.

On roll call the following were noted present: Commissioners Allen, Cuddy, Dettmering, Fischer, Graves, La Place, Lepetich, Markowitz, Mohr and Vayssie.

The minutes of the previous meeting were approved and placed on file.

The regular order of business was suspended to hear Miss Phoebe Brown, Mr. Bryant Hall and Mr. James McCarthy, representatives from the City Planning Commission, regarding a progress report of a survey of library locations undertaken by the Department of City Planning at the request of the Library Commission. Mr. McCarthy distributed a memorandum containing a summary of conclusions and recommendations pertaining to this survey, and he concluded his dissertation by introducing Miss Brown and Mr. Hall for a few remarks.

Commissioner Cuddy, Chairman of the Planning and Development Committee, congratulated the representatives from the Planning Department for their excellent report, and recommended that prior to the holding of public hearings on this survey, the Library Commission be given the opportunity to study in detail the conclusions and recommendations contained in the final report.
It was so recommended.

Commissioner Markowitz thanked the representatives from the Planning Department for their excellent presentation and excused them from the meeting.

The regular order of business was resumed.

The City Librarian stated that the Public Utilities Commission has under its jurisdiction a parcel of unimproved property situated on the north side of Ocean Avenue, between Plymouth and Phelan Avenues, and recommended that the Commission request the Director of Property to ascertain the cost of transferring to the Library Department, by sale or other means, a portion of this land commencing at a point nearest Plymouth Avenue and running easterly 100 feet, thonce northerly 150 feet, thence westerly 100 feet, thence southerly 150 feet to the point of commencement. It was so recommended.

The Librarian referred to the September 1952 report wherein he presented to the Commission for its review the Library Department's Building Program and recommended that the Commission consider the submission of a bond issue proposal under one million dollars for the construction of branch libraries in those districts which have reached a stable stage of development and also including the necessary renovations to the Main Library Building.

The Chair referred this matter to the Planning and Development Committee for review and recommendation prior to the April meeting of the Commission.

The City Librarian reported that the floors in the Main Reading Room and Reference Room have reached the point of complete deterioration, making it impossible to maintain them properly, and added that an informal estimate of $7,000 had been obtained to replace the cork flooring in the Max Kuhl, Reading Room and corridor.

The Librarian recommended that the Commission approve first - a supplemental appropriation request in the amount of $7,000 from the unappropriated balance - Library Account #4990 (representing rentals received from the U.S. Government for first floor rental of 45 Hyde Street) and secondly, upon approval of this request, have the necessary specifications drawn and bids taken for the replacement of the present dilapidated cork flooring. It was so recommended.

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The City Librarian informed the Commission that an estimate in the amount of $12,000 was obtained from the Bureau of Heat, Light and Power to furnish and install fluorescent lighting at the Mission and Sunset Branch Libraries, and recommended that the Commission request this amount in a supplemental budget request. It was so recommended.

The City Librarian discussed the question as to the right of the Library Commission to initiate condemnation proceedings for the purpose of acquiring property for library purposes and on motion duly made, seconded and unanimously approved, the Librarian was directed to request the City Attorney for an opinion on this matter.

The Librarian reported on his meetings and discussion with the Real Estate Department relative to four possible sites in the North Beach District for branch library purposes. He stated that the Director of Property will prepare for transmittal to the Library Department a valuation report prior to the next regular meeting of the Commission.

The Librarian informed the Commission that Mrs. Marion Kasling, Head Librarian in the Circulation Department, will retire April 1, 1953, after thirty-two years of faithful and devoted service.

Commissioner Dettmering moved and Commissioner La Place seconded that a resolution of commendation be prepared and presented to Mrs. Kasling for her long, devoted and faithful service to the City and County of San Francisco in general and the Library Department in particular. It was so ordered.

LIBRARY OPERATIONS COMMITTEE

Commissioner La Place referred to the Librarian's report relative to the installation of fluorescent lights in the Mission and Sunset Branch Libraries respectively, and stated that when funds become available adequate lighting will be installed at other branch libraries surveyed.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Cuddy stated that the Art Commission had approved with highest commendation the proposed Marina Branch Library plans and sketches; and further, that these sketches and plans will now be presented to the Recreation and Park Commission for its consideration and approval on Thursday, March 12, 1953 at 3:00 p.m.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Graves moved, and Commissioner La Place seconded that the Commission approve the list of expenditures for February and estimated expenditures for March as follow:

	Expended Feb. 1953	Est. Expend. March 1953
Salaries	$55809.14	$55000.00
Contractual Services	435.22	250.00
Maintenance Public Buildings	1000.00	3500.00
Material & Supplies	1650.00	1000.00
Books, etc.	14000.00	10000.00
Services Other Departments	300.00	-0-
Equipment	132.04	-0-
Fixed Charges	5.00	-0-
Rents	615.00	615.00
Heat, Light & Power	2000.00	2000.00
Pensions	5200.00	5000.00
Window Washing	187.10	187.10
Telephone & Telegraph	125.00	125.00
Fuels & Oil	365.35	65.00
	$81823.85	$77542.10

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #32

RESOLVED That the Library Commission waive the present rule on the time limitation for refunds on expired Library Deposit Card #2191, and direct the Controller to issue a warrant in favor of the Revolving Fund for reimbursement of Check #660 issued to Mr. Dennis Ryan in the amount of $5.00.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #33

RESOLVED That a Departmental Work Order in the amount of $2,000 be issued to the Department of Public Works to cover repairs to the Main Library and branches for the period ending June 30, 1953.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #34

RESOLVED That a Departmental Work Order in the amount of $25.00 be issued to the Purchasing Department to cover reproduction work for the three-month period ending June 30, 1953.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #35

RESOLVED That a Departmental Work Order in the amount of $2,179.96 be issued to the Recreation-Park Department to cover proper maintenance of the grounds surrounding the Main and Branch libraries for the period from April 1 to June 30, 1953.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #36

RESOLVED That a Departmental Work Order in the amount of $1,500 be issued to the Department of Public Works to cover the services of a painter for the period from April 1, to June 30, 1953.

Commissioner Graves moved, and Commissioner La Place seconded the Commission approve the list of books on economic and political subjects in the amount of $116.10, as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund. Unanimously approved.

Commissioner Graves moved and Commissioner Mohr seconded that the Commission approve the list of books on Latin America in the amount of $15.77 as submitted by the Librarian, be purchased from the Pan-American Society, Inc. Book Fund. Unanimously approved.

Commissioner Graves moved and Commissioner Lepetich seconded that the Commission approve the list of books on Californiana, in the amount of $20.91, as submitted by the Librarian, be purchased from the Phelan Bequest Fund. Unanimously approved.

Commissioner Graves moved and Commissioner Vayssie seconded that the City Librarian be authorized to purchase a collection of rare books printed by the Aldine Press, in the amount of $3,000. Unanimously approved.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Dettmering reported that the proposed expansion of the duties and responsibilities of the Secretary of the Commission and the creation of a new position of Personnel Assistant was approved by the Civil Service Commission and forwarded to the Honorable Mayor and Board of Supervisors for approval.

PUBLIC RELATIONS AND PROMOTION COMMITTEE

Commissioner Mohr informed the Commission that in company with the Librarian and Secretary, she visited the home of Mr. Paget-Fredericks to inspect his collection of rare books and objects of art as described in his communication to the Librarian. The Chair requested Commissioner Mohr to investigate this matter further and report her findings to the Commission at a future meeting.

Commissioner Mohr spoke on the numerous activities, exhibits, radio and television presentations, etc., that will take place during Public Library Week, March 8-14, 1953, and made particular reference to the Friends of the Library meeting and reception to be held on Monday, March 9, 1953.

Commissioner Mohr recommended that an appropriate resolution of appreciation be sent to Mr. Tellwright of the Pacific Telephone and Telegraph Company, and to Mr. Parker Maddux of the San Francisco Bank for their invaluable assistance in bringing to the attention of the public the services and facilities of the Public Library.

NEW BUSINESS

The nomination and election of officers for the ensuing year was declared in order by the Chair.

Nominations for President were declared in order and on motion of Commissioner Cuddy, seconded by Commissioner Dettmering, Commissioner Markowitz was nominated and unanimously re-elected.

Nominations for First Vice-President were declared in order and on motion of Commissioner Allen, seconded by Commissioner Vayssie, Commissioner Cuddy was nominated and unanimously re-elected.

Nominations for Second Vice-President were declared in order and on motion of Commissioner La Place, seconded by Commissioner Lepetich, Commissioner Dettmering was nominated and unanimously re-elected.

COMMUNICATIONS

The City Librarian reported that he had received numerous communications from various groups of the Parent-Teachers' Association complaining of the Sunday closing of the Main Library, and stated that he had informed them of our restricted budget and the request for $7,000 in the 1953-54 Budget to re-open the Main Library for Sunday service.

The City Librarian informed the Commission he had received a communication from Edgar Kahn, Chairman of the Friends of Andrew S. Halliday, relative to placing a Registered State Landmark in Portsmouth Plaza, commemorating Andrew S. Halliday, inventor of the cable car, and one of the original trustees of the San Francisco Public Library. This plaque will be unveiled on March 12, 1953, at 11:30a.m. and all Commissioners are cordially invited to attend the civic ceremony.

From Francis Scott Key P.T.A. acknowledging Secretary's letter of February 10, 1953 re: Location of proposed branch library in Outer Sunset Area. Place on file.

From Recreation-Park Department re: Commission's disapproval of locating a branch of the Public Library in Washington Square. Place on file.

From Chief Michael Gaffey, re: Acknowledgment of Secretary's letter concerning acts of vandalism against Public Library buildings. Place on file.

From Real Estate Department re: Statement of rental collected from U. S. Government for 45 Hyde Street for month of January 1953. Place on file.

There being no further business to come before the Commission, the meeting was adjourned to April 7, 1953.

Secretary

MAR 6 1953

April 8, 1953

Proceedings of the regular meeting of the Library Commission held April 7, 1953 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Markowitz presiding.

The Pledge of Allegiance to the Flag was recited.

On roll call the following were noted present: Commissioners Allen, Cuddy, Dettmering, Fischer, Graves, La Place, Lepetich, Markowitz, Mohr and Vayssie.

The minutes of the previous meeting were approved and placed on file.

The regular order of business was suspended to hear Planning Commissioner Ernest Williams, City Planner Paul Oppermann and member of the Planning Staff, Miss Phoebe Brown, regarding the recently completed report on a plan for the location of public libraries in San Francisco, undertaken by the Planning Commission at the request of ths Library Commission.

Commissioner Williams spoke briefly on the aforementioned report and the Chair called upon City Planner Paul Oppermann who expresssd his appreciation for the cordial relationship and splendid cooperation extended by the Library Commission and staff in formulating the recommendations contained in the survey of future branch library locations. Mr. Oppermann concluded by presenting Commissioner Cuddy, Chairman of the Planning and Development Committee of the Commission, a bound copy of ths rsport and stated that a public hearing on this matter will be held on Thursday, April 30, 1953 at 2:30 p.m. in the Commission Room of ths City Planning Department, and extended an invitation to the Commission and staff to attend this hearing.

Commissioner Cuddy, on behalf of the Commission, thanked the Planning Commission and staff for their coordinated effort in compiling the excellent report for the guidance of ths Library Commission in its deliberations for locating future branch libraries in San Francisco.

The Chair thanked the representatives from the Planning Department for their excellent report and excused them from the meeting.

The Chair extsnded a welcome to Mrs. Newell and Mrs. Smith from the League of Women Voters, and the regular order of business was resumed.

The Librarian reported that His Honor Mayor Elmer E. Robinson recommended a budget of $1,343,188 to the Board of Supervisors. This reflects an increase of $298,911 over the Library Commission's 1952-3 budget request.

The budget breakdown is as follows:

LIBRARY DEPARTMENT'S BUDGET-Revised

	Budget 1952-53	Commission's Request 53-4	Mayor's Recommendation 53-4
Permanent Salaries	$529,905	$568,848	$585,945
Overtime Allowance	500	1,000	500
Temporary Salaries	2,600	5,000	2,600
Wages - includes (PT) Librarians (PT) Pages Cappenter,Chauffeur	173,947	181,260	179,260
Binding Books, etc.	47,000	52,000	47,500

Contractual Services	28,985	33,985	30,000
Maintenance			
Library grounds*	-0-	9,800	9,700
Public buildings**	20,500	57,195	29,000
Material & Supplies	16,000	19,500	16,250
Books & Binding Supp.	128,000	141,000	127,500
Books-Marina Branch	-0-	25,000	20,000
Films and Records	-0-	10,000	-0-
Fixed Charges	8,675	9,075	9,075
Equipment	2,567	7,318	4,000
Heat, Light & Power	24,000	25,000	25,000
Pensions & Ret. All.	61,548	71,684	70,063
Land	-0-	25,000	25,000
Buildings	-0-	331,000	165,500
	$1,044,277	$1,573,665	$1,343,188

* $5,130 granted by Supplemental Appropriation-7 mos. maintenance.
** $1,225 " " " " 45 Hyde Street.

Commissioner La Place stated that a supplemental budget request in the amount of $12,000 to furnish and install fluorescent lighting in two branch libraries as per estimats obtained from the Bureau of Heat, Light and Power, has been transmitted to His Honor the Mayor for his consideration.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Cuddy referred to a parcel of Library Department land situated on the south side of Monterey Boulevard west of Foerster Street, which is no longer considered necessary for library purposes. On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 37

RESOLVED That the Library Commission declare as surplus that certain parcel of land situated on the south sids of Monterey Boulevard fifty feet west of Foerster Street, and more particularly described as Lots 48 and 49 of Block 3115; and be it

FURTHER RESOLVED That ths Director of Property be requested to offer for sale said parcel of land for a sum not less than $5,050, which represents the original price paid by the City and County of San Francisco (Library Departmsnt) in 1946.

Commissioner Cuddy reported that his Committee had inspected a possible library site in the Stonestown-Park Merced arsa, and on motion of Commissioner Cuddy seconded by Commissioner La Place, and unanimously approved, the following rssolution was adopted:

RESOLUTION NO. 38

RESOLVED That the Library Commission advise the Director of Property of the Commission's interest in acquiring that csrtain parcel of land situated on the S. E. corner of 19th Avenue and Winston Drive, extending southerly the width of the plat for a distance of 275 fset; and be it

FURTHER RESOLVED That the Director of Property determine its availability for branch library purposes, the possibility of purchase, and the amount involvsd.

Commissioner Cuddy refsrred to acopy of a letter datsd March 24, 1953 from His Honor the Mayor, advising all Boards and Commissions of his intention to propose to the Board of Supervisors that they submit to the votsrs bond issues for financing such projects as are necessary and the costs of which are too large to be financed from current revenues.

On motion duly made, seconded and unanimously approved, the following resolution was adoptsd:

RESOLUTION NO. 39

RESOLVED That the Library Commission request His Honor Mayor Elmer E. Robinson to recommend to the Honorable Board of Supervisors that a Library Department bond issue in the amount of $1,894,950, for the expansion of library facilities in the City and County of San Francisco, be submitted to the electorate at the November election.

The proposed bond issue includes the following:

SAN FRANCISCO PUBLIC LIBRARY
PROPOSED CAPITAL IMPROVEMENT PROGRAM

PROJECT	STUDIES-PLANS	LAND	CONSTRUCTION	OTHER EXPEND.	TOTAL
Alterations to Main	5,000		170,000		175,000
Outer Sunset	10,000	12,000	130,000	6,500	158,500
Pk.Merced-Stonestom	10,000		140,000	10,000	160,000
Ingleside	7,000	20,000	100,000	5,000	132,000
Excelsior	10,000	20,000	140,000	7,000	177,000
Bayview	7,000	6,000	100,000	5,000	118,000
Portola	4,550	6,000	65,000	3,000	78,550
Visitacion Valley	4,550	6,000	65,000	3,000	78,500
Diamond Heights	5,600	6,000	80,000	4,000	95,600
Pacific Heights	10,000	20,000	140,000	6,500	176,500
Geary	10,500	20,000	145,000	7,250	182,750
Buena Vista	7,000	20,000	100,000	5,000	132,000
Eureka Valley	7,000	20,000	100,000	5,000	132,000
Outer Mission	4,550	6,000	65,000	3,000	78,500
					$1,874,950
Bookmobile					20,000
					$1,894,950

The aforementioned capital improvements program is in accord with the City Planning Commission's Report dated April 1953, which was prepared at the request of the Library Commission.

Commissioner Cuddy referred to a communication from the Redevelopment Agency regarding a meeting with the Finance Committee of the Board of Supervisors on Thursday, April 9, 1953, Room 228 City Hall, to discuss the financing of public improvements as "non-cash-grants-in-aid" in the Diamond Heights and Western Addition Redevelopment Projects.

Commissioner Cuddy concluded that a representative from the Library Department will be present at this meeting to present the views of the Commission relative to providing library facilities in the Diamond Heights Project.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Graves moved and Commissioner Fischer seconded that the Commission approve the list of expenditures for March and estimated expenditures for April as follow:

	Expended March 1953	Est. Expend. April 1953
Salaries	$57284.29	$55000.00
Binding Books, etc.	-0-	11060.00
Contractual Services	663.41	300.00
Maintenance Public Bldgs.	4000.00	2000.00
Material & Supplies	493.83	1500.00
Books, etc.	5662.71	7500.00
Services Other Depts.	2179.96	-0-
Equipment	-0-	500.00
Fixed Charges	10.00	500.00
Rents	615.00	615.00
Heat, Light & Power	1800.00	1800.00

Pensions	5200.00	5000.00
Dry Goods	45.58	-0-
Window Washing	823.60	187.10
Telsphone & Telegraph	125.00	125.00
Fuels & Oil	65.00	65.00
	$78,968.38	$86,152.10

Commissioner Graves moved and Commissioner Lepetich seconded that the Commission approve the list of books on economic and political subjects in the amount of $107.33, as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner La Place seconded that the Commission approve the list of books on Latin America in the amount of $16.47, as submitted by the Librarian, be purchased from the Pan-American Society Inc. Book Fund.

Unanimously approved.

PUBLIC RELATIONS AND PROMOTION COMMITTEE

Commissioner Mohr informed ths Commission of the exhibits, programs and other activities undertaken by the Library Departmsnt during the month of March, with particular emphasis on the celebration of Public Library Week.

Commissioner Lepetich recommended that a vote of thanks bs extended to Commissionsr Mohr and members of her Committse, to the Staff Association, to private and public agencies, and to the radio, television and newspaper organizations for their invaluable assistance in making California Library Week such an outstanding success.

COMMUNICATIONS

From Dodge Reidy, City Architsct, informing Commission that the architectural firm of Appleton & Wolfard has been instructed to proceed with final working drawings and specifications for the proposed Marina Branch Library. Place on file.

From Mrs. Lee Nathan, Secretary Second District P.T.A., copy of a letter requesting the Mayor to provide funds to reopen ths Public Library on Sundays. Acknowledgs and place on file.

From Mr. F. D. Tellwright, Vice-Presidsnt P.T. & T., responding to a letter of appreciation sent by Library Commission re: California Public Library Week. Placs on fils.

From Mr. L. S. Fanning, Managing Editor of the Chronicle, acknowledging a letter of appreciation from the Library Commission re: California Library Week. Place on file.

From Italian Federation of California, Inc. re: copy of letter sent His Honor Mayor Elmer E. Robinson requesting that funds bs approved in ths 1953-4 Library budget request for the proposed North Beach Branch Library. Place on file.

From Miss Mary Murphy, retired employee of the Library, thanking the Commission for Resolution of Commendation. Place on file.

From Mr. Eugene Riordan, Director of Property re: Statement of rental collection from 45 Hyde Street for March 1953. Place on file.

From Pollack & Pope-Architects re: Offering professional services for designing new libraries contained in Planning Commission Survey. Refer communication to Chief Administrative Officer.

From Mr. William C. Lane, President Pan-Amsrican Society re: Pan-American Day Ceremonies to be held in Rotunda of City Hall on April 14, 1953, and requesting the presence of a representative from the Library Department to receive annual gift of $100.00.

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Acknowledge with tahnks and inform Pan-American Society that the President of the Commission will represent the Library Department.

There being no further business to come before the Commission, the meeting was adjourned to May 5, 1953.

Secretary

May 6, 1953

Proceedings of the regular meeting of the Library Commission held May 5, 1953 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Markowitz presiding.

The Pledge of Allegiance to the Flag was recited.

On roll call the following were noted present: Commissioners Allen, Ames, Cuddy, Dettmering, Fischer, Graves, La Place, Lepetich, Markowitz, Mohr and Vayssie.

The minutes of the previous meeting were approved and placed on file.

The Chair, on behalf of the Commission, welcomed Mr. Fitz-Gerald Ames Sr. to membership in the Library Commission, succeeding Commissioner Howard, transferred to the Public Welfare Commission.

The City Librarian informed the Commission that the Library Department's budget request for the fiscal year 1953-54 will be heard by the Finance Committee of the Board of Supervisors on Friday, May 8, 1953 in Room 228, City Hall. Hearings will commence at 7:00 p.m. with the Library Department third on the agenda.

The City Librarian stated that the Department of Public Works' budget request for 1953-4 will be heard on Thursday, May 7, 1953 at 7:00 p.m., and stated that at the request of Mr. Sherman Duckel, Director of Public Works, representation will be made by the Library Department relative to the inclusion of capital improvements and the maintenance and repair of Library buildings in the Department of Public Works' budget, as per Controller's Departmental Instruction #377, dated November 28, 1952.

The Librarian recommended that the Library Commission pursue its request at this time for an opinion by the City Attorney as to the authority of the Controller to set up funds for capital improvements and the maintenance and repair of Library buildings in the Department of Public Works' budget as per the above-mentioned instruction.

It was so recommended.

The City Librarian stated that the Mayor, in his annual budget message to the Board of Supervisors, recommended that a Library Department Bond Issue in the amount of $1,894,950 be placed before the electorate in the November 1953 election. The Librarian recommended that the necessary procedures be instituted to bring before the Mayor and the Board of Supervisors the proposed bond issue.

It was so recommended.

The Librarian informed the Commission that the Circulation Department has been completely reorganized with the initiation of Readers' Assistance service, limited open stack privileges, and removal of the Information Desk from the second to the first floor area.

LIBRARY OPERATIONS COMMITTEE

Commissioner La Place stated that a supplemental budget request in the amount of $12,000, to provide adequate lighting in two branch libraries, is now before the Mayor for his consideration. She concluded that her Committee is studying the problem of minimizing book damage due to the present installation in use at the Book Return Desk.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Cuddy informed the Commission that the Recreation and Park Commission petitioned the Board of Supervisors to permit the transfer of a portion of Funston Playground for Library purposes, but as a result of the City Attorney's ruling, the previous resolutions to transfer were rescinded and a new resolution was prepared to grant permission to the Library Commission to erect and maintain a branch library in Funston Playground.

On motion of Commissioner Cuddy, seconded by Commissioner Mohr and unanimously approved, the following resolution from the Recreation and Park Commission is inscribed on the minutes of this meeting.

RESOLUTION NO. 1112

WHEREAS, The Library Commission has requested the transfer of a parcel of land in Funston Playground to be used advantageously as a Branch Public Library; and

WHEREAS, This Commission has been advised by the City Attorney under Opinion No. 250, that the transfer of such park land is prohibited, but recognizes the desirability of establishing a Branch Library in Funston Playground; therefore, be it

RESOLVED, That this Commission does hereby rescind its action under Resolutions No. 803 (June 26, 1952), No. 849 (August 14, 1952), No. 891 (September 25, 1952), and No. 953 (November 13, 1952) relating to such land transfer, but does hereby grant to the Library Commission permission to erect and maintain at no expense to this Commission, a Branch Public Library, on a portion of Funston Playground bordering on Chestnut Street; and, be it

FURTHER RESOLVED, That the use of this property shall continue as long as it is used by the Library Commission for Public Library purposes; and, be it

FURTHER RESOLVED, That the Board of Supervisors be and are hereby requested to rescind their action under Resolution No. 7352, adopted April 5, 1948, and to approve in lieu thereof the permit to be issued to the Library Commission for the use of a portion of Funston Playground.

Commissioner Cuddy informed the Commission of a special committee meeting held prior to the regular meeting of the Commission with Mr. James R. McCarthy of the City Planning Commission relative to the Outer Sunset Community Center.

Commissioner Cuddy stated that as a result of this meeting it became apparant that additional facts are needed for the clarification of the Committee's thinking. He requested that the Chair have City Librarian Clarke obtain additional information.

It was so ordered.

Commissioner Cuddy recommended that if a review of all the facts did not lead to the conclusion that the Sunset Community Center is the place for the proposed branch in this district, the Commission should hold a special meeting with the leaders of the Outer Sunset District to review and discuss the facts and the reasoning of the Planning and Development Committee.

It was so recommended.

The regular order of business was suspended to hear Mrs. Arthur Thatcher, representing the Francis Scott Key P.T.A., relative to placing a branch library in the Sunset Community Center.

The Chair thanked Mrs. Thatcher for her presence and interest in library extensions and excused her from the balance of the meeting.

The regular order of business was resumed.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Graves moved and Commissioner Fischer seconded that the Commission approve the following list of expenditures for April and estimated expenditures for May:

	Expended April 1953	Est. Expend. May 1953
Salaries	$ 56254.60	$ 56000.00
Binding Books, etc.	11060.00	-0-
Contractual Services	449.14	400.00
Maintenance Public Buildings	810.00	2500.00
Material & Supplies	2440.34	1000.00
Books, etc.	7354.88	12000.00
Equipment	937.93	-0-
Fixed Charges (Comp.Ins. & Dues)	6.00	400.00
Fixed Charges (Rents)	615.00	615.00
Heat, Light & Power	1800.00	1800.00
Pensions	5000.00	5000.00
Window Washing	187.10	187.10
Telephone	125.00	125.00
Fuels & Oil	68.87	65.00
	$87108.86	$80092.10

Commissioner Graves moved and Commissioner Allen seconded that the Commission approve the list of books on economic and political subjects in the amount of $420.92, as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund. Unanimously approved.

Commissioner Graves moved and Commissioner Vayssie seconded that the Commission approve the list of books on Latin America in the amount of $72.90, as submitted by the Librarian, be purchased from the Pan-American Society, Inc. Book Fund. Unanimously approved.

Commissioner Graves moved and Commissioner Lepetich seconded that the list of books on journalism in the amount of $3.02, as submitted by the Librarian, be purchased from the Edward T. Leech Memorial Fund. Unanimously approved.

Commissioner Graves reported that the Pan-American Society, on Pan-American Day, April 14, 1953, presented to the Library Department a check in the amount of $100.00 for the purchase of books on or relating to Latin America.

Commissioner Graves moved, and Commissioner La Place seconded that the following resolution be adopted:

RESOLUTION #40

WHEREAS The Pan-American Society, in celebration of Pan-American Day, April 14, 1953, presented to the San Francisco Public Library, as a gift, a check in the amount of $100.00 for the purchase of books on or relating to Latin America; and

WHEREAS The Public Library Commission has signified its desire to accept said gift; now, therefore, be it

RESOLVED That the Board of Supervisors of the City and County of San Francisco be respectfully requested to accept for and on behalf of the City and County of San Francisco, and subject to administration by the San Francisco Public Library, said sum of $100.00; and be it

FURTHER RESOLVED That said $100.00 be deposited with the Treasurer of the City and County of San Francisco in the Pan-American Society, Inc. Book Fund, to be used for the purchase of books on or relating to Latin America.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Dettmering informed the Commission of the annual conference of the American Library Association to be held in Los Angeles, June 23-27, 1953.

On motion of Commissioner Dettmering, seconded by Commissioner La Place, and unanimously approved, the following resolution was adopted:

RESOLUTION #41

RESOLVED That Commissioner Mrs. J. Henry Mohr, City Librarian Laurence J. Clarke, and one member of the Library Staff Association be permitted to attend the annual Conference of the American Library Association to be held in Los Angeles, June 23-27, 1953; and be it

FURTHER RESOLVED That traveling expenses incurred be paid from city funds in accord with Ordinance 4942, Series 1939, adopted April 15, 1948.

PUBLIC RELATIONS AND PROMOTION COMMITTEE

Commissioner Mohr informed the Commissioners of a meeting of the Trustees Section of the C.L.A. to be held in the Commissioners' Room, Main Library on Friday evening, May 15, 1953, and urged all Commissioners to attend this important meeting of Northern California Library Trustees.

Commissioner Mohr spoke on the many activities and exhibits held during the month of April in the Main Library and branch system.

Commissioner Mohr concluded her report by distributing a pamphlet announcing the forthcoming A.L.A. Conference to be held in Los Angeles, June 23-27, 1953, with particular reference to the Trustee Section meetings.

The City Librarian informed the Commission that he had received an opinion from the City Attorney as requested by the Library Commission, as to the right of the Library Department to acquire property by condemnation proceedings for free public library use. The Librarian made reference to the difficulty in obtaining sites in the Excelsior and North Beach Districts respectively and stated that in accord with the City Attorney's opinion, the issue is clear as to our right to condemn private property for library purposes.

Commissioner Cuddy recommended that we place this opinion on file and request the Director of Property to obtain an evaluation of that certain parcel of land situated on the S.W. corner of Mission and Ruth Streets, with the view of possible acquisition for branch library purposes. It was so recommended.

The City Librarian stated that the real estate firm of Raffetto and Sons has submitted three store sites in the North Beach District for possible library use.

The Chair referred this information to the Planning and Development Committee for investigation and report.

The Chair announced that Commissioner Fitz-Gerald Ames would be appointed to the following standing committees: Chairman-Judiciary Committee and member of the Public Relations and Promotion, and Finance, Audit and Budget Committees respectively; he directed the Secretary to prepare a revised list of the Standing Committees for the information of the Commission.

COMMUNICATIONS

From Redevelopment Agency re: Agency's application for loan and capital grant with the Federal Government for a 100% non-cash grant-in-aid contribution for a proposed branch library in Diamond Heights, and requesting the Library Department to submit a statement containing statistical information and analysis that will be useful to support the Agency's claim for the non-cash grant-in-aid credit for the City and County of San Francisco.

On motion of Commissioner Allen, seconded by Commissioner Fischer, and unanimously approved, this matter was referred to the Chairman of the Planning and Development Committee to draft the necessary reply.

From Francis Scott Key P.T.A. re: Copy of letter sent to City Planning Commission regarding Sunset Community Center.

From Holy Name School Mothers' Club re: Requesting branch library facilities in Sunset Community Center.

Secretary to acknowledge above communications as per report and recommendation of the Planning and Development Committee.

From San Francisco Planning and Housing Association re: Copy of letter commending Library Commission and City Planning Commission for excellent report on "Plan for the Location of Public Libraries in San Francisco."

Acknowledge and place on file.

There being no further business to come before the Commission, the meeting was adjourned to June 2, 1953.

J. J. Allen, Secretary

June 3, 1953

Proceedings of the regular meeting of the Library Commission held June 2, 1953 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Markowitz presiding.

The Pledge of Allegiance to the Flag was recited.

On roll call, the following were noted present: Commissioners Ames, Dettmering, Fischer, Graves, La Place, Lepetich, Markowitz, Mohr and Vayssie. Absent: Commissioners Allen and Cuddy.

The minutes of the previous meeting were approved and placed on file.

The City Librarian referred to a copy of the Library Department's budget for 1953-4, amounting to $1,102,996, as adopted by the Board of Supervisors.

The items deleted by the Board of Supervisors over the Mayor's recommendations were as follow:

Two X-42 Librarians and one B-408 General Clerk Stenographer.

Allowed: Partial reorganization of the janitorial service in the Library Department. The Board of Supervisors established four full-time C104 Janitors and deleted thirteen part-time janitors. Although this will not be sufficient to maintain the branch library system properly, it will be a slight improvement over the present inadequate part-time coverage.

In the Wages Appropriation, the Mayor recommended $5,313 to permit reopening the Main Library on Sundays with the exception of the summer months; however, because of salary standardization which increased the salaries of full-time employees, a supplemental budget increase in the Wages Appropriation was necessary. This increase will amount to $11,332 -- if the Library Department is to maintain present hours of service. The Supervisors, although approving the Mayor's recommendation for an increase of $5,313 in the Wages Appropriation, did not approve the supplemental budget request in the amount of $11,332. If the Library Department is to maintain present services, a deficit of $6,018 is anticipated with the result that further curtailment seems inevitable despite the demands for Sunday reopening.

The Chair directed the Library Operations and Finance, Audit and Budget Committees to meet with the Librarian to study this problem, and to present their recommendations at the next regular meeting of the Commission.

The Librarian informed the Commission that an amount of $29,000 was approved for the maintenance and repair of Library buildings. Major items approved were $8,000 for painting exterior grill and sash and $12,000 for roof repairs to the Main Library Building.

The Board of Supervisors approved the Mayor's recommendation for The North Beach Branch Library in the amount of $165,500, and an additional $5,000 for land purchase in the North Beach District, as well as $20,000 for the purchase of a site in the Park-Merced, Stonestown area.

The City Librarian referred to Section "D" of the Salary Standardization Ordinance wherein employees working a second or third shift shall be paid 6¼% more than the amount to which they are otherwise entitled. He stated that the Engineer, X42 Librarians and other employees who work in the afternoon and evening shall be affected. The over-all cost will amount to approximately $9,696.20. As funds were not budgeted for this purpose, money must be transferred from the permanent salary reserve account as surpluses accrue during the year.

If the Civil Service Commission or the Controller rules that part-time librarians fall within the meaning of this section of the Salary Standardization Ordinance, an additional appropriation of $9,000 will be required.

The City Librarian recommended that in the event this latter situation should develop, he be authorized to request a supplemental appropriation in the amount of $9,000 from the Mayor's Emergency Fund, or from surpluses existing in other than Library Department appropriations. It was so recommended.

The City Librarian reported on his investigation and survey relative to the possibility of availability of space for branch library purposes in the Sunset Community Center, and of a proposed meeting to discuss this matter with Mr. Sherman P. Duckel, Director of Public Works, and Mr. Wooster, Coordinating Architect of the Sunset Community Center.

The Chair suggested that Mr. Paul Opperman, City Planner, be invited to attend this meeting. It was so recommended.

The City Librarian informed the Commission that the Director of Property was contacted relative to negotiating with the Stonestown Development Agency for an unimproved parcel of land situated at the corner of 19th Avenue and Winston Way.

The City Librarian informed the Commission of the proposed Library bond issue in the amount of $1,894,950, recommended by the Mayor in his annual budget message to the Board of Supervisors, and on motion of Commissioner Lepetich, seconded by Commissioner La Place, and unanimously approved, the following resolution was adopted:

RESOLUTION #8

Determining and declaring that public interest and necessity demand the acquisition, construction and completion by the City and County of San Francisco of the following municipal improvement, to wit: Buildings, lands, structures and all other works, properties and appurtenances necessary or convenient for branch library purposes within the City and County of San Francisco, additions to and improvements of the existing main library and remodeling of existing other libraries, all within the City and County, and that the estimated cost of said municipal improvement is and will be too great to be paid out of the ordinary annual income and revenue of said City and County.

RESOLVED, By the Board of Supervisors of the City and County of San Francisco, as follows:

Section 1. It is hereby determined and declared that public interest and necessity demand the acquisition, construction and completion by the City and County of San Francisco of the following municipal improvement, to wit: Buildings, lands, structures and all other works, properties and appurtenances necessary or convenient for branch library purposes within the City and County of San Francisco, additions to and improvements of the existing Main Library and the remodeling of existing other libraries, all within the City and County.

Section 2. The estimated cost of said municipal improvement is $1,894,950 and that the cost of said improvement is and will be too great to be paid out of the ordinary annual income and revenue of said City and County and will require an expenditure greater than the amount allowed therefor by the annual tax levy and will require the incurring of a bonded debt in the amount of $1,894,950.

Section 3. This resolution shall take effect immediately.

LIBRARY OPERATIONS COMMITTEE

Commissioner La Place reported progress in the alteration to the book chutes in the Book Return Department, and stated that this improvement should be in operation within the next few days.

PLANNING AND DEVELOPMENT COMMITTEE

In the absence of Commissioner Cuddy, the City Librarian stated that final plans and specifications for the proposed Marina Branch Library should be completed within the next thirty days, and he stated that a special meeting of the Commission will be held to review these plans and specifications for approval.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Graves moved and Commissioner Lepetich seconded that the Commission approve the following list of expenditures for May and estimated expenditures for June:

	Expended May 1953	Est. Expend. June 1953
Salaries	$56529.72	$56000.00
Contractual Services	328.31	700.00
Maintenance Public Buildings	2220.00	1900.00
Material & Supplies	976.18	200.00
Books, etc.	7415.04	1800.00
Fixed Charges	1250.00	-0-
Rents	615.00	-0-
Heat, Light & Power	1800.00	1800.00
Pensions	5000.00	4800.00
Window Washing	187.10	-0-
Telephone	125.00	-0-
Fuels & Oil	180.69	-0-
	$76627.04	$67200.00

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #1

RESOLVED That a Departmental Work Order in the amount of $250 be issued to the Retirement System to cover Workmen's Compensation benefits for the three-month period ending September 30, 1953.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #2

RESOLVED That a Departmental Work Order in the amount of $50.00 be issued to the Purchasing Department to cover reproduction work for the three-month period ending September 30, 1953.

On motion duly mads, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #3

RESOLVED That the Controller be requested to transfer $46,550 from the Contractual Services appropriation to the Binding appropriation to set up funds for binding for the fiscal year 1953-54.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #4

RESOLVED That the Controller be requested to encumber $180 from the Contractual Services appropriation to the credit of Services of Station Keepers to cover charges for the fiscal year 1953-54.

On motion duly made, seconded and unanimously approved, ths following resolution was adopted:

RESOLUTION #5

RESOLVED That the Controller be requested to encumber $1,000 from the Book Appropriation to cover an amount sufficient to purchase books in the amount under $50.00 as per Procurement Procedure Supp. No. 20 dated February 20, 1953 issued by the Controller.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #6

RESOLVED That the Controller be requested to allot an additional amount of $5,000 in the Contractual Services appropriation to cover purchases of newspapers and periodicals subscriptions for the Main Library and 23 branches for the fiscal year 1953-1954.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #7

RESOLVED That a Departmental Work Order in the amount of $2,375 be issued to the Recreation-Park Department for services of a sub-foreman gardener and one gardener to properly maintain the grounds surrounding the buildings of the Public Library for the period ending September 30, 1953.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Dettmering discussed the Controller's Departmental Instructions #377, dated November 28, 1952, whereby the Library appropriation requests for maintenance and repair of public buildings and capital improvements were removed from the Library Commission's budget and placed in the budget of the Department of Public Works.

Commissioner Dettmering recommended that the Librarian request an opinion from the City Attorney as to the legality of the transfer of these appropriations from the jurisdiction of the Library Department to the Department of Public Works; and further, that under the old and the Charters, such powers fall within the purview of the Library Commission.

Commissioner Dettmering concluded his report by stating that his Committee has under consideration the advisability of reorganizing the present Bindery and Repair Department of the Main Library, and will present its recommendations at the next regular meeting of the Commission.

PUBLIC RELATIONS AND PROMOTION COMMITTEE

Commissioner Mohr spoke of the many events and exhibits held during the month of May in the Main Library and branch system, with particular reference to the very successful C.L.A. Trustee Section Meeting on Friday evening, May 15, 1953.

Commissioner Mohr announced that the Friends of the Library group and the California Historical Society will hold a meeting and reception on Tuesday evening June 30, 1953 to commemorate the Founding of San Francisco. Mr. I. M. Peckham, Past President of the California Society of Pioneers, will be the guest speaker.

Commissioner Mohr concluded her report by stating that the Trustee Section of the American Library Association will meet in Los Angeles June 23-28, 1953, and expressed her appreciation for having been designated as Trustee Delegate from the San Francisco Library Commission.

COMMUNICATIONS

From Holy Name Mothers' Guild, Noriega Home School P.T.A. and Sunset Community Improvement Club re: Placing Branch Library facilities in Sunset Community Center.

Acknowledge and place on file.

From Lakeside Property Owners' Association re: Recommendation that corner lot at 19th Avenue and Denslowe Drive be given serious consideration as a logical location for a branch library to serve Park-Merced, Stonestown, Lakeside and Lakeside Park Areas.

Communication acknowledged by the City Librarian.

From Real Estate Department - Statement of rental collected from U. S. Government for 45 Hyde Street for month of April in amount of $365.00.

Place on file.

Copy of letter from Secretary Recreation-Park Commission re: granting of permission for establishment of branch library in Funston Playground.

Place on file.

There being no further business to come before the Commission, the meeting was adjourned to August 4, 1953.

Secretary

July 28, 1953

Proceedings of the special meeting of the Library Commission held Monday, July 27, 1953 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Markowitz presiding.

The Pledge of Allegiance to the Flag was recited.

On roll call the following were noted present: Commissioners Ames, Cuddy, Fischer, Graves, Lepetich, Markowitz and Mohr. Absent: Commissioners Allen, Dettmering, La Place and Vayssie.

The matters discussed at this special meeting were as follow: (1) Report and recommendation of the Planning and Development Committee relative to a site for branch library purposes in the Outer Sunset District; and (2) Proposed resolution requesting a supplemental appropriation in the amount of $11,322 for the Wages Appropriation to offset increases in salaries occasioned by Salary Standardization.

Commissioner Cuddy, Chairman of the Planning and Development Committee stated that the Committee reviewed possible library sites in the Sunset District and made particular reference to a parcel of land in the Sunset Community Center fronting on Ortega Street, now under the jurisdiction of the Recreation and Park Commission. Commissioner Cuddy added that his Committee had been informed that the Recreation and Park Commission had decided to abandon this site for a proposed recreation building.

The Planning and Development Committee recommended that the Library Commission acquire this site for the projected branch library in the Sunset District, and on motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLVED That the Library Commission, having decided to place a branch library in the Sunset Community Center, desires to make known its intention to acquire that certain parcel of land heretofore contemplated for a structure by the Recreation and Park Department, within the Sunset Community Center, and more particularly described as fronting on Ortega Street, 125' in width and 175' in depth; and be it

FURTHER RESOLVED That the Library Commission inform the Director of Property of its desire to acquire this site, and further, request that the Director of Property furnish to the Library Commission information as to all costs that will be involved in the acquisition of this site by the Library Commission for branch library purposes.

The City Librarian informed the Commission that the Library Department submitted a supplemental budget request in the amount of $11,322 for the Wages Appropriation to offset increases in salaries made mandatory by Salary Standardization Ordinance. This amount is necessary to continue the present curtailed hours of operation enforced during the past fiscal year. This amount was approved by His Honor, the Mayor, and was recommended to the Board of Supervisors. However, the Board did not approve the supplemental budget request with the result that the Library Department will have to further curtail its hours of service to the public in order to conform to this reduction in the Wages Appropriation.

On motion of Commissioner Cuddy, seconded by Commissioner Mohr, and unanimously approved, the following resolution was adopted:

RESOLVED That due to increases in wages for the fiscal year 1953-4, made mandatory by Salary Standardization, and in order to maintain present schedule of services and reopen the Main Library on Sundays, a supplemental appropriation in the amount of $11,322 be submitted to His Honor Mayor Robinson and the Honorable Board of Supervisors.

There being no further business to come before the Commission, the special meeting was adjourned.

J. J. Allen, Secretary

August 12, 1953

Proceedings of the postponed meeting of the Library Commission held Tuesday, August 11, 1953 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Markowitz presiding.

The Pledge of Allegiance to the Flag was recited.

On roll call, the following were noted present: Commissioners Ames, Cuddy, Dettmering, Fischer, Graves, Lepetich, Markowitz, Mohr and Vayssie. Absent: Commissioners Allen and La Place.

The minutes of the previous meeting were approved and placed on file.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Cuddy referred to the final plans for the Marina Branch Library and requested Mr. Appleton of the architectural firm of Appleton and Wolfard, to give a brief resume of the entire project for the information of the Commission.

RESOLUTION #9

RESOLVED That final plans for the proposed Marina Branch Library, as submitted by the architectural firm of Appleton and Wolfard be approved; and further that the President, on behalf of the Commission, be authorized to affix his signature of approval to these final plans.

On motion of Commissioner Cuddy, seconded by Commissioner Dettmering and unanimously approved, the foregoing resolution was adopted.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Graves moved and Commissioner Mohr seconded that the Commission approve the following list of expenditures for July and estimated expenditures for August:

	Expended July '53	Est. Expend. August '53
Salaries	$62,736.90	$60,000.00
Contractual Services	3,527.94	1,000.00
Station Keeper	15.00	15.00
Binding Books	5,000.00	-
Material & Supplies	3,514.49	500.00
Books & Binding Supplies	14,713.30	7,000.00
Fixed Charges	267.50	250.00
Services Other Departments	2,375.00	-
Maintenance & Repair Public Bldgs.	1,000.00	1,000.00
Rental Branches	1,230.00	615.00
Heat, Light & Power	1,700.00	1,700.00
Pensions	5,700.00	5,700.00
Window Washing	1,051.22	188.25
Telephone	262.21	130.00
Fuels & Oil	447.76	70.00
Totals	$103,541.32	$78,168.25

Commissioner Graves moved and Commissioner Cuddy seconded that the Commission approve the list of books on economic and political subjects in the amount of $373.55, as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund. Unanimously approved.

Commissioner Graves moved and Commissioner Lepetich seconded that the Commission approve the list of books on Latin America in the amount of $9.93, as submitted by the Librarian, be purchased from the Pan American Society, Inc. Book Fund. Unanimously approved.

Commissioner Graves moved and Commissioner Vayssie seconded that the Commission approve the list of books on journalism in the amount of $9.71, as submitted by the Librarian, be purchased from the Edward T. Leech Memorial Fund. Unanimously approved.

Commissioner Graves moved and Commissioner Mohr seconded that the Commission approve the list of books on Californiana in the amount of $5.36, as submitted by the Librarian, be purchased from the Phelan Bequest Fund. Unanimously approved.

Commissioner Graves spoke on the surplus existing in the Fuhrman Bequest Fund, and on motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #10

RESOLVED That the Library Commission authorize the City Treasurer to purchase one $10,000 - 2.76% Series "K" U.S. Defense Bond from the surplus existing in the Fuhrman Bequest Fund; and be it

FURTHER RESOLVED That the Library Commission of the City and County of San Francisco be named payee.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Dettmering informed the Commission of the forthcoming California Library Association Convention to be held in Stockton, California November 12-14, 1953: and on motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #11

RESOLVED That a Library Commissioner, the City Librarian and two members of the Staff Association be permitted to attend the Annual Conference of the California Library Association to be held in Stockton November 12-14, 1953; and be it

FURTHER RESOLVED That travelling expenses incurred be paid from City funds in accord with Ordinance #4942, Series #1939, adopted April 15, 1948.

* See amendment to the minutes on page #379.

BUILDINGS, MAINTENANCE AND OPERATION COMMITTEE

Commissioner Vayssie informed the Commission of the dilapidated condition of the cork flooring in the Max Kuhl and Reading Rooms of the Main Library, and of the Library Department's success in obtaining sufficient funds to provide new flooring in these rooms.

On motion of Commissioner Vayssie, seconded by Commissioner Dettmering, and unanimously approved, the following resolution was adopted:

RESOLUTION #12

RESOLVED That a departmental work order in the amount of $7,000 be issued to the Department of Public Works (Bureau of Architecture) to prepare plans and specifications, advertise for bids, and to provide the replacement and installation of an approved flooring material in the Reading Room, Max Kuhl Room and passageway leading into the Reading Room of the Main Public Library.

PUBLIC RELATIONS AND PROMOTION COMMITTEE

Commissioner Mohr spoke of her recent attendance as a Commissioner-delegate at the American Library Association Conference held in Los Angeles June 23-27, 1953, and stated that a written report of her activities at this Conference will be mailed to the members of the Commission.

Commissioner Mohr added that many interesting events and exhibits took place during the months of June and July at the Main Library and Branches. She made particular reference to an exhibit on the second floor of the Main Library, as well as the display of nautical prints in the Exhibit Room.

Commissioner Mohr stated that her Committee had studied Mr. Paget-Fredricks' generous offer to present his collection of rare dolls, jewelry, illustrations, etc. to the Public Library in memory of his mother. She recommended that the offer be regretfully declined as most of the items are of a museum nature.

Unanimously approved.

JUDICIARY COMMITTEE

Commissioner Ames presented a comprehensive report on his legal findings regarding the powers and duties of the Library Commission under the old and new Charters of the City and County of San Francisco, with particular reference to the Controllers' Departmental Instruction #377, directing the transfer of the maintenance and repair as well as the capital improvement appropriation from the jurisdiction of the Library Department to the Department of Public Works.

At the conclusion of his informative dissertation covering the duties and responsibilities of the Library Commission and Librarian as defined in both the old and new Charters, Commissioner Ames presented the following resolution:

RESOLUTION #13

RESOLVED That it is the consensus of opinion among the members of the Library Commission that the City Librarian, subject to the approval of the Library Commission, has the responsibility to authorize any public work, improvement or repairs respecting Library Department properties, and to prepare and submit detailed estimates covering the cost of such projects. Said Librarian, subject to the approval of the Library Commission, is in charge of and responsible for the work covering any public work or improvement for which a contract is to be let, and to let such contract to the lowest reliable bidder; and that said City Librarian, subject to the approval of the Library Commission, has the power to reject any and all such bids and to readvertise for bids; now be it

FURTHER RESOLVED That the Judiciary Committee of the Commission be authorized to appear before the Board of Supervisors or any committee thereof to express on behalf of the Library Commission, the views and sentiments herein contained.

Unanimously approved.

NEW BUSINESS

President Markowitz informed the Commission that the Honorable Board of Supervisors, by unanimous action, approved placing the proposed Library Bond Issue, in the amount of $1,894,500, on the November ballot.

Commissioner Markowitz appointed the following members of the Commission to the Library Bond Campaign Committee:

Commissioner	Allen	- General Chairman	
"	Ames	Chairman -	Speakers' Bureau
"	Cuddy	"	Downtown Organizations
"	Dettmering	"	Labor Organizations
"	Fischer	"	German Societies
"	Graves	"	Finance Committee
"	La Place	"	Civic Organizations
"	Lepetich	"	Slavonic Organizations
"	Mohr	"	Women's Organizations
"	Vayssie	"	French Groups & Hotel Organizations

Commissioner Markowitz concluded his remarks by stating that a Citizens' Committee is in the process of organization to assist the Commission in this Campaign and the daily press has been contacted regarding active support for the Library Bond Campaign.

COMMUNICATIONS

From: Dr, A. T. Leonard, General Chairman of S. F. Founding Day Celebration conveying thanks of the California Historical Society for cooperation in making this event an outstanding success. Place on file.

Miss Harriet Collopy, Head Librarian Parkside Branch conveying thanks to Commission for sending her as a delegate to American Library Convention. Place on file.

Mrs. Ernest Born, Chairman of Parks, Playgrounds and Public Buildings Committee of the S. F. Planning and Housing Association, commending Library Commission for its action regarding possibility of placing a branch in Sunset Community Center. Place on file.

William J. Losh of Lee & Losh, Public Relations re: Employment as campaign director for forthcoming Library Bond Campaign. Refer to Bond Committee.

Eugene J. Riordan, Director of Property, re: Rents collected from U. S. Government for 45 Hyde Street, first floor for May and June. Place on file.

Mrs. Lee Nathan, Secretary Second District P.T.A. re Complaint about older men loitering around Children's Room, Main Library. Refer to Library Operations Committee for report.

From Donn Emmons of Wurster, Bernardi and Emmons, Architects re: Consideration as architects for future construction program of Library Department. Acknowledge and place on file.

There being no further business to come before the Commission, the meeting was adjourned to September 1, 1953.

J. J. Allen, Secretary

* Speaking on the aforementioned resolution, Commissioner Mohr moved and Commissioner Dettmering seconded that Commissioner La Place be permitted to attend the C. L. A. convention at Stockton, November 12-14, 1953 as the delegate representing the San Francisco Library Commission.

September 29, 1953

Proceedings of the poetponed meeting of the Library Commieeion held Thursday, September 24, 1953 in the Commiesionere' Room, Main Library.

The meeting wae called to order at 4:00 p.m., Preeident Markowitz presiding.

The Pledge of Allegiance to the Flag wae recited.

On roll call, the following were noted preeent: Commiesionere Allen, Ames, Cuddy, Fiecher, Graves, Lepetich, Markowitz, Mohr and Vayeeie. Abeent: Commissionere Dettmering and La Place.

The minutes of the previoue meeting as amended were approved and placed on file.

PLANNING AND DEVELOPMENT COMMITTEE

Commiesioner Cuddy referred to the tabulation of bide received for the construction of the propoeed Marina Branch Library, and on motion of Commiesioner Cuddy, eeconded by Commissioner Amee and unanimouely approved, the following reeolution wae adopted:

RESOLUTION NO. 17

RESOLVED That the Library Commiesion accept the low base bid of the William Horetmeyer Company in the amount of $154,400 for the construction of the propoeed Marina Branch Library.

Commissioner Cuddy informed the Commiesion that the balance on hand in the Building Appropriation ie $143,463, and it will be neceesary to requeet a eupplemental appropriation from the Mayor and Board of Supervisore prior to executing eaid contract.

On motion of Commissioner Lepetich seconded by Commiesioner Fiecher, and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 18

RESOLVED That the Library Commiseion approve a requeet for a Supplemental Appropriation in the amount of $21,000 from the un-encumbered and unalloted balance in Appropriation #314.600.00 (Land) to the credit of Appropriation #314.510.08 (Marina Branch-Building) to provide additional funde for conetruction, inspection feee and poseible contingenciee for the propoeed Marina Branch Library.

Commiesioner Cuddy referred to a communication from Mr. David E. Lewie, General Manager of the Recreation & Park Department relative to including in the propoeed branch library in the Suneet Community Center, a small club room and eanitary facilities for the convenience of the public utilizing their facilities in the Center.

On motion of Commiesioner Cuddy, eeconded by Commieeioner Ames and unanimously approved, the following resolution wae adopted:

RESOLUTION NO. 19

WHEREAS, The Recreation and Park Department hae requested of the Library Department that it coneider the inclusion of certain eanitary facilities and a emall club room in ite plane for the propoeed Suneet Community Center Branch Library; and

WHEREAS, Such facilitiee and room will be needed by the Recreation and Park Department for its eervice to the public, and would be maintained and operated by eaid department, if conetructed; therefore, be it

RESOLVED, That the Library Department, desiring to accommodate the needs of the Recreation and Park Department, will coneult with that department together with the architect in advance of the drawing

of plans for the proposed library, with a view to including the requested facilities and room in the plans; and be it

FURTHER RESOLVED, That the Library Department will at the same time plan with the Recreation and Park Department the financial, legal and other details of an arrangement under which it would be possible for the Library Department to construct the requested facilities and room.

Commissioner Cuddy informed the Commission of a communication received from Mr. Eugene J. Riordan, relative to possible library sites in the North Beach, Excelsior and Stonestown areas. He stated that his Committee has these matters under continuous study and investigation.

Commissioner Cuddy concluded his report by referring to a communication from Mr. Sherman P. Duckel, Director of Public Works, relative to the Master Plan of the Sunset Community Center, which included a covered passageway from the proposed Recreation Building, now replaced by a proposed library building, to the Mark Twain Elementary School. He questioned whether the connecting passage-way is now necessary or desirable.

Mr. Duckel further suggested that in order to resolve this and other layout questions that may arise in this regard, the architectural firm of Wurster, Bernardi and Emmons, architects for the original Master Plan, be retained, to coordinate the planning of the library with other buildings in the Community Center.

Commissioner Cuddy recommended that the City Librarian reply to this communication informing Mr. Duckel that the Library Depart-ment has no funds available at the present time for this project, and further that the entire matter of constructing a branch library in the Sunset Community Center is contingent on the approval of the electorate of the Library Bonds in the November election.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Graves moved and Commissioner Fischer seconded that the Commission approve the following list of expenditures for August and estimated expenditures for September:

	Expenditures August 1953	Estimated Expenditures September 1953
Salaries	$62,000.00	$60,000.00
Contractual Services	318.27	1,000.00
Station Keeper	15.00	15.00
Material and Supplies	535.63	500.00
Books & Binding Supplies	5,571.29	7,000.00
Fixed Charges	640.00	-0-
Main. & Repair Public Bldgs.	1,000.00	1,000.00
Rental Branches	615.00	615.00
Heat, Light & power	1,700.00	1,700.00
Pensions	5,700.00	5,700.00
Window Washing	188.25	188.25
Telephone	120.00	130.00
Fuels & Oil	75100	70.00
	$78,478.44	$77,918.25

On motion duly made, seconded and unanimously approved, the following resolution was approved:

RESOLUTION NO. 14

Resolved that a Departmental Work Order in the amount of $2,375 be issued to the Recreation-Park Department for the services of a sub-foreman gardener and one gardener to properly maintain the grounds surrounding the buildings of the Public Library for the period ending December 31, 1953.

On motion duly made, seconded and unanimously approved, the following resolution was approved:

RESOLUTION NO. 15

Resolved that a Departmental Work Order in the amount of $155 be issued to the Retirement System to cover Workmen's Compensation benefits for the period ending December 31, 1953.

On motion duly made, seconded and unanimously approved, the following resolution was approved:

RESOLUTION NO. 16

Resolved that a Departmental Work Order in the amount of $25.00 be issued to the Purchasing Department to cover reproduction work for the period ending December 31, 1953.

Commissioner Graves moved and Commissioner Ames seconded that the Commission approve the list of books on economic and political subjects in the amount of $495.57, as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner Lepetich seconded that the Commission approve the list of books on journalism in the amount of $2.65, as submitted by the Librarian, be purchased from the Edward T. Leech Memorial Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner Mohr seconded that the Commission approve the list of books on Latin America in the amount of $8.81, as submitted by the Librarian, be purchased from the Pan-American Society, Inc. Book Fund.

Unanimously approved.

BUILDINGS, MAINTENANCE AND OPERATION COMMITTEE

Commissioner Vayssie referred to the tabulation of bids received for the removal of existing floor covering and installation of new resilient floor covering in the Max Kuhl and Reading Rooms, and corridor leading into the Main Reading Room.

On motion of Commissioner Vayssie, seconded by Commissioner Fischer, and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 20

RESOLVED That the Library Commission accept the low bid as submitted by the Brookman Company, Inc. in the amount of $5,103 for the removal of existing floor covering and installation of new resilient floor covering in the Max Kuhl and Reading Rooms and passageway leading into the Main Reading Room.

On motion of Commissioner Vayssie, seconded by Commissioner Fischer, and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 21

RESOLVED That a Departmental Work Order in the amount of $760 be issued to the Department of Public Works (Bureau of Architecture) to cover inspection fees for the removal of existing floor covering and installation of new resilient floor covering in the Reading and Max Kuhl Rooms and passageway leading into the Reading Room of the Main Library.

Following approval of the aforementioned resolution, a general discussion ensued relative to inspection fees charged by the Department of Public Works for this and other projects undertaken by the Library Department.

Commissioner Vayssie recommended that the Secretary address a communication to Mr. Sherman P. Duckel, Director of Public Works stating that the members of the Library Commission are concerned with the seemingly high inspection fees charged for improvements to the Library Department; and further that Mr. Duckel be requested to express his position in this matter, for the information and deliberation of the Commission.

Unanimously approved.

JUDICIARY COMMITTEE

Commissioner Ames reported that a list of questions covering the powers and duties of the Library Commission under the old and new Charters of the City and County of San Francisco as it pertains to the repair and maintenance as well as capital improvements of the Library Department, has been transmitted to the City Attorney for his study and reply.

Commissioner Ames referred to the Library Bond Campaign and stated that a speakers' bureau had been formed under the auspices of the Barristers' Club to assist the Library Department in bringing to the public the need for better library facilities throughout the City and County of San Francisco.

PUBLIC RELATIONS & PROMOTION

Commissioner Mohr reported on the extensive preparations undertaken to publicize the Library Bond Issue, and stated that a Library Bond Rally will be held October 6, 1953. All district leaders have been invited to attend this meeting.

NEW BUSINESS

President Markowitz, welcomed Mesdames Tierney, Partman, Hooley and Loskay, representing the Outer Parkside District, and Miss Ocean Jolly from the Visitacion Valley Guide, as well as Mrs. Earle, observer from the League of Women's Voters.

Mrs. Tierney, spokesman for the Outer Parkside District requested that consideration be given to placing a branch library in this District if and when funds become available.

President Markowitz stated that this matter will be referred to the Planning and Development Committee and that in the meantime they should exert every possible effort to insure the success of the forthcoming Library Bond Issue in order to provide funds for branch library expansion.

Commissioner Markowitz thanked the representatives for their interest and attendance at the meeting. He extended an invitation for them to attend the Library Bond Rally to be held October 6, 1953.

The City Librarian informed the Commission of meetings held with the "Progress Bonds for San Francisco" Committee, and of their extensive preparations for a city-wide campaign to inform the citizenry of the need for passage of bond issues A thru G.

COMMUNICATIONS

From: St. Gabriel's Mothers' Club re: Request to consider alloting Bond Fund for construction of two separate units in the Outer Sunset Area.

Refer to Planning and Development Committee.

From: Acting Mayor Byron Arnold re: Communication from F. P. Wilson complaining of poor books, stacks, wasted space, etc. in Main Library.

Acknowledge and place on file.

From: Eugene J. Riordan, Director of Property re: Proposed library sites in North Beach, Stonestown & Excelsior Districts.

Refer to Planning & Development Committee.

There being no further business to come before the Commission, the meeting adjourned.

Secretary

October 23, 1953

Proceedings of the special meeting of the Planning and Development Committee held Thursday, October 22, 1953 at 12:15 p.m. at 550 Green Street.

Present: Commissioners Allen, Cuddy, Dettmering, Fischer, Markowitz, Mohr and City Librarian Clarke.

In attendance representing the Library Committee of the Italian Federation: Mr. Joseph Cervetto, Chairman, Miss Rose Fannucchi, Mrs. Grace Duhagen, Mr. Paul Cesari. Also present: Mr. Peter Leveroni, Jr. President, North Beach Merchants Association and Mr. Robert Nicco, President, Columbus Civic Club.

Subject of the meeting: Discussion of possible library sites for the proposed North Beach Branch Library with the representatives of North Beach Organizations.

The President called on Mr. Joseph Cervetto, Chairman of the Library Committee of the Italian Federation, who informed the Commissioners this Committee was appointed to assist the Commission in its deliberations concerning the location for a branch of the Public Library in the North Beach District. He added that the Organizations are most anxious for an early decision in this regard.

Commissioner Markowitz assured the Committee that the Commission is well aware of the need for branch library service in this District, and called on Commissioner Cuddy, Chairman of the Planning and Development Committee, who spoke on the report submitted by Director of Property, Eugene J. Riordan, setting forth four possible sites for branch library purposes.

Commissioner Cuddy concluded by recommending that the Library Commission request Mr. Eugene J. Riordan to explore the site of the Telegraph Hill Neighborhood Association for possible use for branch library purposes, and request that disposition of this property be held in abeyance pending the determination of the Library Commission.

It was so recommended.

There being no further business, the special meeting was adjourned.

Secretary

November 3, 1953

Proceedings of the postponed meeting of the Library Commission held Monday, November 2, 1953 in the Commissioners' Room, Main Library.

The meeting was callsd to order at 4:00 p.m., President Markowitz presiding.

The Pledge of Allegiance to the Flag was recitsd.

On roll call, the following were noted present: Commissioners Ames, Dettmering, Fischer, Graves, Lepetich, Markowitz, Mohr and Vayssie. Absent: Commissioners Allen, Cuddy and La Place.

The minutes of the postponed meeting of September 24, 1953 and special meeting of October 22, 1953 were approved and placed on file.

The City Librarian referred to the Library Bond Issue with particular emphasis on the wholehearted cooperation and enthusiasm displayed by the members of the Library Staff throughout the entire campaign.

It was moved, seconded and unanimously approved that the Library Commission, by resolution, express its appreciation to the members of the Library Staff for their wholehearted cooperation on behalf of Proposition E.

It was so ordered.

The City Librarian informed the Commission of his discussion with Commissioner Cuddy, Chairman of the Planning and Dsvelopment Committee, relative to proposed library sites in the Park-Merced-Stonestown area, and he recommended that ths members of this Committee visit the sites in question and report thsir findings and recommendations at the next regular meeting of the Commission.

It was so recommended.

The City Librarian concluded his remarks by stating that a communication has been sent to Mr. Eugene J. Riordan, Director of Property, regarding the Commission's interest in the possible acquisition of a parcel of property now housing the Telegraph Hill Neighborhood Association, for branch library purposes.

FINANCE, AUDIT & BUDGET

Commissioner Graves moved and Commissioner Mohr seconded that the Commission approve the following list of sxpenditures for October and estimated expenditures for November:

	Expended October 1953	Estimated Expenditures November 1953
Salaries	$60,767.51	$60,000.00
Contractual Services	2,138.46	1,000.00
Station Keeper	15.00	15.00
Binding Books etc.	15,000.00	-0-
Material and Supplies	670.47	500.00
Books & Binding Supplies	4,135.79	7,000.00
Fixed Charges	122.00	-0-
Main. & Repair Pub. Bldgs.	1,000.00	1,000.00
Rental Branches	615.00	615.00
Heat, Light & Power	1,600.00	1,700.00
Pensions, Ret. Allowances	5,700.00	5,700.00
Window Washing	188.25	188.25
Repair Auto Equipment	300.00	100.00
Telephone	130.00	130.00
Fuels & Oil	75.60	70.00
	$92,458.08	$78,018.25

Commissioner Graves moved and Commissioner Lepetich seconded that the Commission approve ths list of books on economic and political subjects in the amount of $248.60 and $546.33 respectively, as submitted by the Librarian bs purchased from the Fuhrman Bequest Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner Dettmering seconded that the list of books in the amount of $59.15, as submitted by the Librarian, be purchased from theSutro Bequest Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner Mohr seconded that the list of books on Latin America, in the amount of $9.78, as submitted by the Librarian, be purchased from the Pan-American Society, Inc. Book Fund.

Unanimously approved.

BUILDINGS, MAINTENANCE & OPERATION

Commissioner Vayssie referred to the Low bid submitted by the Brookman Company, Inc., and accepted by the Commission for the removal of the existing floor covering and installation of new resilient floor covering in the Max Kuhl, Reading Room, and passageway leading into the Main Reading Room, and stated that work will commence as soon as the material ordered by the Brookman Company is received from the Armstrong Factory in the East.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Dettmering reported progress.

JUDICIARY COMMITTEE

Commissioner Ames stated that the opinion of the City Attorney relative to the duties and responsibilities of the Library Commission and the Librarian, as defined in both the old and new Charters in connection with Capital Improvements and Maintenance and Repair of Public Buildings, has not been received as yet by the Committee for its deliberation and recommendation.

The Chair, at the suggestion of the Librarian, re-referred the matter of compiling a new set of Rules of Procedure for the Library Commission to the Judiciary Committee for its investigation and recommendation; and further that the Secretary obtain from several major libraries their Rules of Procedure or By-Laws for the information and guidance of the Committee.

PUBLIC RELATIONS COMMITTEE

Commissioner Mohr reported on the Marina Ground Breaking Ceremony held Sunday, October 25, 1953 before a large assemblage of residents of the District and the many fine reports received in connection with this event.

Commissioner Mohr made reference to the activitiesof the Commission and Staff during the Library Bond Campaign and of the fine cooperation extended by the Richmond Library Commission and Librarian in furnishing, for the last three days of the Campaign, a bookmobile for display throughout the City.

Commissioner Mohr recommended that a letter of appreciation be sent to the Richmond Library Commission and Librarian expressing the appreciation of the San Francisco Library Commission for their cooperation in making possible the loan of this bookmobile.

Commissioner Mohr informed the Commission of a Board Member Institute conducted by the Volunteer bureau of San Francisco, sponsored by the Adult Education Division of the Public Schools in cooperation with the Community Chest. This event is scheduled for November 12, 1953 at the Board of Education Building, Oak and Franklin Streets. Members of the Commission interested in attending may contact the Secretary of the Commission for further details.

Commissioner Mohr announced that Children's Book Week will be held November 15-21, 1953, and will be celebrated at the Main and Branch Libraries with events and exhibits. Commissioner Mohr concluded her report by stating that a Friends of the Library meeting will be held on Wednesday evening, November 18, 1953 with Dr. Henry H. Hart presenting another interesting discourse titled "A Summer in the Carribean".

COMMUNICATIONS

From the San Francisco City and County Federation of Women's Clubs re: Request to reopen Main Library on Sunday.

The City Librarian stated that a supplemental appropriation was submitted and subsequently approved by the Board of Supervisors to provide funds for limited service on Sundays, but due to increases caused by Salary Standardization, etc. a portion of the amount granted was utilized to maintain the present hours of service, but it is hoped that sufficient funds in this appropriation may be earmarked to provide limited library service in the Main Library during the months of January, February and March of 1954.

From Real Estate Department - Statement of rentals collected from U. S. Government for month of September (Library Annex).

Place on file.

From William Mooser and Masten and Hurd, Architects re: Consideration as architects for proposed library building program.

Acknowledge and refer to Planning & Development Committee.

From Ulloa P.T.A. re: Request Library Commission to provide library service in Outer Parkside District.

Acknowledge and place on file.

There being no further business, the meeting was adjourned out of respect to the memory of Parker Maddux, Chairman of the Board of the San Francisco Bank and Chairman of the Citizens Committee for Library Bonds.

Secretary

December 9, 1953

Proceedings of the postponed meeting of the Library Commission held Tuesday, December 8, 1953 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Markowitz presiding.

The Pledge of Allegiance to the Flag was recited.

On roll call the following were noted present: Commissioners Cuddy, Dettmering, Fischer, Graves, Lepetich, Markowitz and Mohr. Absent: Commissioners Allen, Ames, La Place and Vayssie.

The minutee of the previous meeting were approved and placed on file.

The regular order of business was suspended to hear representatives from the Lakeshore Park Improvement Club, Inc., Merced Manor Property Owners' Association, Lakeside Park Improvement Club, Crestlake Property Owners' Association, Lakeside Village Merchants' Association, and Lakeside Property Owners' Association, Inc. present their views as to the logical location for the proposed Park-Merced Stonestown Branch Library. The sites under discussion are located at Eucalyptus and 23d Avenue, 19th Avenue and Winston Way and 19th Avenue and Denslowe Drive.

After a lengthy discussion, the Chair, on behalf of the Commission, thanked those in attendance for their interest and concern and referred the matter to the Planning and Development Committee for its deliberation and recommendation.

The regular order of business was resumed.

The City Librarian informed the Commission of the final vote on the Library Department's Bond Issue, and presented his analysis as to its narrow defeat at the November election.

The City Librarian referred to a communication from His Honor Mayor Elmer E. Robinson regarding the creation of a Citizens' Bond Issue Screening Committee, and a communication from Supervisor John Ferdon recommending re-submission of certain bond issues to the electorate.

On motion duly made, and seconded, the following resolution was adopted:

RESOLVED That the Library Commission submit to the Mayor's Sub-Committee on Municipal Finance and Taxation of the San Francisco Forward Committee, the Library Department's Expansion Program, with a request that the Committee review and submit its recommendation as to the feasibility of re-submitting the Library Department's Bond Proposal to the electorate.

The City Librarian brought to the attention of the Commission the situation of the housing of the Sutro Library in the San Francisco Public Library, and recited its past history, number of volumee in the collection and area of space occupied. He recommended that a special committee be appointed to study this problem with the state officials concerned. The chair appointed Commissioner Mohr as chairman of this special committee and Commissioners Ames, Fischer and Graves as members to meet with the State Librarian and her committee to discuss this matter and report its findings and recommendations to the Commission.

The Librarian again brought to the attention of the Commission the unsightly condition existing along the south wall of the Main Library, and he recommended that in order to correct this intolerable situation the sum of $5,000 be included in the 1954-55 Budget Request to erect a fence and shrubbery around this area.

It was so recommended.

The Librarian stated that work is underway for the construction of the Marina Branch Library with completion anticipatsd by June 15, 1954. He added that a requsst for a supplsmental appropriation be made to the Mayor and Board of Supervisors to create certain positions to man this branch Library.

On motion of Commissioner Dettmering, sscondsd by Commissioner Cuddy and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 22

RESOLVED That a request for a supplemental appropriation in the amount of $4,680 be submitted to the Mayor and Board of Supervisors to establish the following positions to man ths Marina Branch of ths Public Library:

1 - C104 Janitor	@ $245.	month	$ 490.00
1 - X20 Head Librarian	$365.	month	730.00
1 -X40 Senior Librarian	$330.	month	660.00
2 -X42 Librarians	$290.	month	1,160.00
4 -X42 Librarians (PT)	$145.	month	1,160.00
3 -X52 Library Pages(PT)	$ 80.	month	480.00
Total Supplemental Appropriation.....			$4,680.00

The City Librarian concluded his report by stating that the Library Department has expanded its deposit collections to include various departments of City Governmsnt, The Youth Guidance Center and a small collection made available to ths Cerebral Palsy Group.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Cuddy statsd that his Committee made another field trip to the North Beach, Park-Merced Stonestown, and Ingleside Districts to inspect sites for proposed branch library extensions.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 23

RESOLVED That ths Library Commission instruct the Director of Property to nsgotiate for the purchase of a strip of land boundsdon the North by Winston Drive, on the West by 19th Avenue, on the East by Stonecrest Drive and extending Southerly for a distance of 130', and be it

FURTHER RESOLVED That the Director of Property be advised that it is the intsntion of the Library Commission to request additional funds for the purchase of adjoining land on the South side of this propsrty to extend the holding to a total of 250' from the Winston Drive boundary, and in the width of the parcel now contemplated for purchase.

Commissioner Cuddy informed the Commission that his Committee inspected several sites in the North Beach District, and on his motion, seconded by Commissioner Dsttmering, the following resolution was adopted:

RESOLUTION NO. 24

RESOLVED That the Director of Property ascertain from ths owners the sale price offer of the Telegraph Hill Neighborhood House property and further, to ascertain whether the San Francisco Athletic Club and adjoining post office buildings ars available for purchase and if so, the sale price for both units as well as the building as separate units.

Commissioner Cuddy referrsd to a communication from the Director of Property dated December 3, 1953 recommending that the Commission consider the Public Utilities Commission's offer to set aside another parcel of land on the same block of Ocean Avenue, east of the original site requested, for the proposed Ingleside Branch Library so they may proceed with the sale of the entire westsrly portion of this block desired for commercial development.

Commissioner Cuddy recommended that the Director of Property be informed of the Commission's lack of interest in the site suggested by the Public Utilities Commission fronting on Phelan Avenue near Ocean Avenue; and further that His Honor the Mayor be informed that the Commission desires to withdraw its request to initiate legislation to have a portion of Public Utilities property fronting on Ocean Avenue transferred by sale or for use to the Library Department.

It was so recommended.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Graves moved and Commissioner Lepetich seconded that the Commission approve the following list of expenditures for November and estimated expenditures for December:

	Expended November 1953	Estimated Expenditures December 1953
Salaries	$60,996.04	$60,000.00
Contractual Services	9,087.68	1,000.00
Station Keeper	15.00	15.00
Material and Supplies	849.72	500.00
Books & Binding Supplies	9,241.30	7,000.00
Fixed Charges	13.50	-0-
Main. & Repair Pub. Bldgs.	1,000.00	1,000.00
Rental Branches	615.00	615.00
Heat, Light & Power	1,600.00	1,700.00
Pensions	5,700.00	5,700.00
Window Washing	862.97	188.25
Repair Auto Equipment	-0-	100.00
Telephone	130.00	130.00
Fuels & Oil	75.60	70.00
	$90,186.21	$78,018.25

On motion duly made, seconded and unanimously adopted, the following resolution was adopted:

RESOLUTION NO. 25

RESOLVED That a Departmental Work Ordsr in the amount of $2,375.00 be issued to the Recreation-Park Department for the services of a sub-foreman gardener and one gardener to properly maintain the grounds surrounding the buildings of the Public Library for the period ending Marchk 31, 1954.

On motion duly made, seconded and unanimously adopted, the following resolution was adopted:

RESOLUTION NO. 26

RESOLVED That a Depsrtmental Work Order in the amount of $150.00 be issued to the Retirement System to cover Workmen's Compsnsation benefits for the period ending March 31, 1954.

On motion duly made, seconded and unanimously adopted, the following resolution was adopted:

RESOLUTION NO. 27

RESOLVED That a Departmental Work Order in the amount of $25.00 be issued to the Purchasing Department to cover reproduction work for the period ending March 31, 1954.

Commissioner Graves moved and Commissioner Mohr seconded that the Commission approve the list of books on economic and political subjects in the amount of $910.43, as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund.

Commissioner Gravss moved and Commissioner Fischsr seconded that the Commission approve the list of books on journalism in the amount of $41.79 as submitted by the Librarian, be purchased from the Edward T. Leech Memorial Fund.

Commissioner Graves informed the Commission that the U. S. Trsasury called for redemption nine $500 - 2% U. S. Treasury Bonds 1951-53, and recommended that the Library Commission re-invest this sum in Series "K" bonds bearing 2.76% interest.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 28

RESOLVED That the Library Commission authorize the City Treasurer to purchase one $5,000 - 2.76% Seriss "K" Savings Bonds from the surplus sxisting in the Fuhrman Bequest Fund; and be it

FURTHER RESOLVED That the Library Commission of the City and County of San Francisco be named payee.

WELFARE OF EMPLOYEES COMMITTEE

Report progress.

BUILDINGS, MAINTENANCE AND OPERATION COMMITTEE

Report progress.

PUBLIC RELATIONS COMMITTEE

Commissioner Mohr reported that a group of Arab students in San Francisco collected the amount of $336.63 for the purpose of presenting it to the San Francisco Public Library for the purchase of books on Arabic literature, and she presented the following resolution:

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION NO. 29

WHEREAS A group of Arab students in San Francisco, on November 6, 1953, presented to the San Francisco Public Library, as a gift, a check in the amount of $336.63, for the purpose of making books on Arabic literature, History, Grammar and other works available to the citizens of San Francisco; and

WHEREAS The Public Library Commission has signified its desire to accept said gift; now, therefore, be it

RESOLVED That the Board of Supervisors of the City and County of San Francisco be respectfully requested to accept for and on behalf of the City and County of San Francisco, and subject to the administration by the San Francisco Public Library, said sum of $336.63; and be it

FURTHER RESOLVED That said $336.63 be deposited with the Treasurer of the City and County of San Francisco in ths Arabic Book Fund.

Commissioner Mohr spoke on the Friends of ths Library meeting held Novemoer 18, 1953, commemorating the Founding of the San Francisco Public Library. Dr. Henry H. Hart was the speaker of the evening, and his talk was followed by a reception in the Commissioners' Room.

Commissioner Mohr concluded her report by stating the various events and activities to take place in the Main and Branch Libraries during the Christmas Season, with particular emphasis on the exhibit of fine religious prints from the Achenbach Collection and manger scene commemorating ths birth of Christ, in t he Exhibit Room.

NEW BUSINESS

Commissioner Markowitz informed the Commission of the customary Holiday closing, and on motion of Commissioner Dettmering, seconded by Commissioner Fischer and unanimously adopted, the Library Department will be closed on Thursday, December 24 and 31, 1953 at 5:00 p.m. and remain closed on Christmas and New Year's Days and the Saturdays following these Holidays.

Commissioner Markowitz addressed the Commission as follows: "My dear Commissioners, Permit me to say in all sincerity that I wish you and your families peace of mind and happiness during the Yuletide Season. This is a time for the renewal of faith and acceptance of the many blessings we have all received during the past year. I hope for a continuation of good health and happiness for all of you. May I take this opportunity also to wish a Merry Christmas and Happy New Year to our Librarian and Secretary and the entire Library Staff. May they enjoy to the fullest the Yuletide Season".

COMMUNICATIONS

From Joseph Dyer, Jr., Secretary of the Art Commission re: Request to include in 1954-55 budget, ths sum of $800 to install Piazoni Murals.

Refer to Budget Committee.

From Alice Petersen, Secretary of Bay View Civic Club re: Larger quarters for Bay View Branch Library.

Acknowledge and place on file.

From Eugene J. Riordan, Director of Property re: Statement of October rental from U. S. Govsrnment for 45 Hyde St.

Place on fils.

From John R. McGrath, Clerk, Board of Supervisors rs: Supervisor Ferdon's interest in re-examining and possible re-submission of certain bond proposals for the financing of municipal improvements.

Refer to Librarian's report.

From His Honor Mayor Elmer E. Robinson to all Departmsnt Heads re: Formation of a Citizens' Committee to study all bond issues proposed by City Departments for submission to the electorate within ths next two ysars.

Refer to Librarian's rsport.

From Commissioner Rene A. Vayssie re: Request for permission to be excused from December meeting of the Commission. Place on file.

There being no further business to come before ths Commission, the meeting was adjourned to January 12, 1953.

Secretary

January 13, 1954

Proceedings of the postponed mesting of the Library Commission held Tuesday, January 12, 1954 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., Prssident Markowitz presiding.

The Pledge of Allegiance to the Flag was recited.

On roll call, the following wers noted prsent: Commissioners Allen, Ames, Cuddy, Dettmering, Fischsr, Graves, La Place, Lepetich, Markowitz, Mohr and Vayssie.

The minutes of the prsvious mesting were approved and placed on file.

The regular ordsr of business was suspended to hear Mr. Joseph Cervetto, Chairman, Library Committee of the Italian Fsderation of California.

Mr. Cervetto informed the Commission of recsnt meetings held by his Committee relative to the proposed North Bsach Branch Library, and stated that he was instructed to request a Committee meeting with the Library Commission to discuss the possibility of acquiring a location for the proposed North Beach Branch Library.

Commissioner Cuddy informed Mr. Cervetto that the Director of Property has been instructed to ascertain the said price of three parcels of land in the North Beach District for branch Library purposes and further, that the Library Commission is doing everything possibls to expedite this matter.

The regular ordsr of business was resumsd.

The City Librarian submitted for ths consideration of ths Commission, the proposed budget for the fiscal year 1954-1955.

Following approval of each appropriation seriatim, on motion duly made, seconded and unanimously approved, ths following proposed budget requests for 1954-55 wsrs adopted:

		1953-54	1954-55	Increase
Permanent Salaries		$568,430	$654,834	$ 86,404
Overtime		500	1,000	500
Temporary Salariss		2,600	5,000	2,400
Wages(Includes Page & P.T.Librarians)		191,312	205,812	14,500
Binding		47,500	55,000	7,500
Contractual Servicss		29,220	34,705	5,485
Repair Auto Equip.	$1200			
Telephone	2000			
Postage	3500			
Period. & News Subs.	15000			
Scavenger	1200			
Window Washing	5500			
Recordak Rental	2100			
Miscellaneous	4205			
Maintenance of Grounds		9,700	10,419	719
" " Public Buildings		29,000	123,410	94,410
Materials & Supplies		15,763	20,500	4,737
Books & Bindery Supplies		123,675	207,500	83,825
Books - Marina Branch		-0-	10,000	10,000
Records		-0-	10,000	10,000
Rents, Dues & Compensation		9,075	10,075	1,000
Equipment		2,200	10,488	8,288
Fur. & Furn. North Beach Branch		-0-	15,000	15,000
Heat, Light & Power		21,295	21,400	105
Pensions & Retirement Allowance		68,778	81,816	13,038
Buildings - Construction		165,500	464,500	299,000
Includes:				
Outer Sunset Branch	154,500			
Excelsior Branch	160,000			
Alter. to Main	150,000			

Land		25,000	42,000	17,000
Includes				
Outer Sunset Branch	12,000			
Excelsior Branch	15,000			
P.M.-Stonestown Branch	15,000			
		$1,309,548	$1,983,459	$673,911

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Cuddy informed the Commission of slight modifications of the contract for the construction of the Marina Branch Library.

On motion of Commissioner Cuddy, seconded by Commissioner Fischer, and unanimously approved, the following resolution was adopted:

RESOLUTION #30

RESOLVED That Modification #1 of the Contract for the Construction of the Marina Branch Library be approved in the amount of $441.00 for the following work: Item "A" recommended by City Electrical Department as proper electrical service and feeder for this installation. Item "B" a savings due to small size water heater which is ample for this building. Item "C" is a credit for a drinking fountain that is not desirable. Item "D" required by the City Building Code.

Commissioner Cuddy concluded his report by stating that due to lack of funds in the Library Department's Capital Improvement Appropriation, the architectural contract for the preparation of plans and specifications for a branch library in the Excelsior District be cancelled.

On motion of Commissioner Cuddy, seconded by Commissioner La Place and unanimously approved the following resolution was adopted:

RESOLUTION #31

RESOLVED That in view of the non-passage of the Library Bonds at the November election, the Library Department lacks funds for acquisition of land, planning and construction of the hoped-for Excelsior Branch Library; therefore, the Commission requests the Chief Administrative Officer and the Director of Public Works to cancel Architectural Contract #246, dated September 24, 1948 in the amount of $8,750 for the preparation of plans and specifications for a branch library in the Excelsior District; and be it

FURTHER RESOLVED That said funds now encumbered in Appropriation 814.900.00 be credited to Appropriation 314.500.00.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Graves moved and Commissioner Allen seconded that the Commission approve the list of books on economic and political subjects in the amount of $931.39, as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner Lepetich seconded that the Commission approve the list of books in the amount of $61.00, as submitted by the Librarian, be purchased from the Sutro Bequest Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner Fischer seconded that the Commission approve the following list of expenditures for December and estimated expenditures for January:

	Expended December 1953	Estimated Expenditures January 1954
Salaries	$61,858.06	$61,000.00
Contractual Services	489.83	1,000.00
Station Keeper	15.00	15.00
Material and Supplies	1,075.38	500.00
Books and Binding Supplies	5,839.47	7,000.00
Fixed Charges	150.00	-0-
Maintenance & Repair Buildings	1,000.00	1,000.00
Rental Branches	615.00	615.00
Heat, Light & Power	1,600.00	1,700.00
Pensions	5,700.00	5,700.00
Window Washing	188.25	188.25
Repair Auto Equipment	-0-	100.00
Telephone	130.00	130.00
Fuels & Oil	75.00	70.00
Equipment	850.00	-0-
Services Other Depts.	2,375.00	-0-
Scavenger	582.50	-0-
Fidelity Insurance	20.00	-0-
	$82,543.49	$79,018.25

LIBRARY OPERATIONS COMMITTEE

Report progress.

BUILDING, MAINTENANCE AND OPERATIONS COMMITTEE

Commissioner Vayssie stated that work is in progress on the installation of new resilient floor covering in the Max Kuhl, Reading Room, and passageway leading into the Reading Room, with completion anticipated within the time limit set in the contract.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Dettmering recommended that the Commission request from the Mayor and Board of Supervisors the establishment of a new position of X20 Head Librarian to be responsible for inspecting, determining repairability or replacement of books, supervision of book repairers in the Main and 22 Branches, and related duties, as required.

It was so recommended.

JUDICIARY COMMITTEE

Commissioner Ames stated that he has not received the legal opinion requested from the City Attorney, pertaining to the power and duties of the Library Commission under the old and new Charters of the City and County of San Francisco, with particular reference to the Controller's Departmental Instruction #377. This is relative to the transfer of the maintenance and repair as well as capital improvement appropriations from the jurisdiction of the Library Department to the Department of Public Works.

The Chair recommended that a second communication be sent to the City Attorney urging him to submit his legal opinion on this matter at the earliest possible moment.

It was so recommended.

Commissioner Ames concluded his report by stating that the Secretary had transmitted several sets of by-laws and rules of procedure from libraries throughout the country, for his review and recommendation; and he requested that the Chair appoint another member of the Commission to assist him in compiling a new set of by-laws or rules of procedure for submission to the Commission for its consideration.

The Chair appointed Commissioner Cuddy to assist Commissioner Ames.

PUBLIC RELATIONS AND PROMOTION COMMITTEE

Commissioner Mohr reported progress and informed the Commission that her Committee will meet with the State Library representatives in February to discuss the situation of housing the Sutro Collection in the San Francisco Public Library, and will make its report and recommendation at a subsequent meeting of the Commission.

COMMUNICATIONS

From Daughters of the American Revolution re: Protest on policy of circulating valuable genealogical books, manuscripts, etc. by the Sutro Branch of the State Library. Refer to Sutro Library Committee.

From the Director of Property re: Statement of rental received from U. S. Government for Main Floor, 45 Hyde Street.

Place on file.

From John R. McGrath, Clerk of Board of Supervisors re: Proposal my Mr. William J. Thude to establish a branch of the Public Library in the Main Post Office Building, Seventh and Mission Streets.

Acknowledge and place on file.

There being no further business to come before the Commission, the meeting was adjourned.

J. J. Allen, Secretary

February 3, 1954

Proceedings of the regular meeting of the Library Commission held Tuesday, February 2, 1954 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., Preeident Markowitz presiding.

The Pledge of Allegiance to the Flag was recited.

On roll call, the following were noted present: Commissioners Cuddy, Dettmering, Fischer, Graves, Lepetich, Markowitz, Quan and Vayssie. Absent: Commissioners Allen, La Place and Mohr.

The minutes of the previous meeting were approved and placed on file.

The Chair introduced Mrs. Claire Metzger, Chairman, Library Committee of the Grand Jury and Mrs. Budd Smith, Observer from the League of Women Voters, as well as Mr. Joseph Cervetto, Chairman, Library Committee of the Italian Federation of California.

The Chair, on behalf of the Commission, welcomed Mr. Joseph S. Quan to membership in the Library Commission, succeeding Commissioner Fitz-Gerald Ames, Sr., transferred to the Redevelopment Agency.

The City Librarian submitted, for the approval of the Commission, revisione in the proposed Library Department budget for 1954-55, adopted at the January meeting of the Commission.

Following approval of each revision seriatum, on motion duly made, seconded and unanimously approved, the following revised budget request for 1954-55 was adopted:

	1953-54	1954-55	Increase
Permanent Salaries	$ 568,430	$ 654,834	$ 86,404
Overtime	500	1,000	500
Temporary Salaries	2,600	5,000	2,400
Wages (Inc.Pages & P.T.Lib)	179,990	209,896	29,906
Binding	47,500	55,000	7,500
Contractual Services	29,200	34,705	5,485
Maintenance of Grounds	9,700	10,419	719
Main. of Public Buildings*	-0-	123,410	123,410
Material & Supplies	15,763	20,500	4,737
Books & Binding Supplies	123,675	207,500	83,825
Books - Marina Branch	-0-	10,000	10,000
Records	-0-	10,000	10,000
Rents, Dues & Comp. Ins.	9,075	10,075	1,000
Equipment	2,200	46,088	43,888
Heat, Light & Power	21,295	22,600	1,305
Pensions & Ret. Allowances	68,778	82,328	13,550
Buildings - Construction**	-0-	464,500	464,500
Land	25,000	42,000	17,000
	$1,103,726	$2,009,855	$906,129

*1953-54 Transferred to D.P.W.
**1953-54 " " D.P.W.

The City Librarian informed the Commission of the recent appointment, by the Board of Supervisors, of a Charter Revision Committee, consisting of the following officers of City Government: Mr. Dion Holm, Chairman, Mayor Elmer E. Robinson, Chief Administrative Officer Brooks, Controller Harry Ross, District Attorney Lynch, Clerk of the Board McGrath, Mr. David Lewis, Mr. Bert Levitt, Mr. Ralph R. Nelson, Mr. James H. Turner, and Mr. William L.Henderson.

The Commission discussed the appointment of such a Committee and recommended that in lieu of this Committee, a Freeholders' Committee should be appointed to review the present charter by which all departments would be consulted as to possible amendments to the Charter or the advisability of drawing up a completely new charter.

atter Following a discussion of the Librarian's report relative to this and, On motion of Commissioner Cuddy seconded by Commissioner Dettmering, and unanimously adopted, the matter was laid on the table.

The City Librarian recommended that due to the absence of Commissioner Mohr, the proposed discussion of the Public Relations Program of the Library Department be laid over until the March meeting.

It was so recommended.

The City Librarian stated that California Library Week would be held March 7-13, and further, that very extensive preparations are under way by the Staff to publicize this event throughout the city.

Commissioner Cuddy recommended that the Public Relations Committee of the Commission be given power to act in assisting the Staff in this endeavor.

It was so recommended.

The City Librarian concluded his report by stating that the construction of the Marina Branch Library is proceeding ahead of schedule with the possibility of completion in May instead of June.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Cuddy referred to a communication from Eugene J. Riordan, Director of Property, regarding possible library sites for the proposed North Beach Branch Library, which included the approximate value of two of these sites for the information of the Commission. Commissioner Cuddy stated that the Committee did not feel that the Telegraph Hill Neighborhood House location was the proper site for this proposed branch; and further, that the site presently occupied by the Post Office, although ideally situated, poses the problem of a long lease with the U. S. Government, expiring in 1958.

Mr. Joseph Cervetto spoke on behalf of his organization and suggested that the Committee investigate the possibility of acquiring the site bordered by Mason, Greenwich and Columbus Avenue.

The City Librarian spoke of his conversation with Postmaster John Fixa, relative to the Post Office site, and stated that the Post Office would not oppose the Library acquiring the property when the lease expired, and he indicated that there might be a possibility that the Department would move prior to the expiration of the lease, after consultation with the Assistant Postmaster General in Charge of Property in Washington, D. C.

Commissioner Cuddy recommended that the Commission ascertain the purchase price of the Telegraph Hill Neighborhood House, cost or razing the present structure, estimate for grading and installation of retaining walls, etc. and further, ascertain the purchase price of the Post Office building from the present owners.

It was so recommended.

Commissioner Cuddy concluded by stating that the Committee will continue its exploration for library sites in the North Beach District for the information and guidance of the Commission.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Graves moved and Commissioner Dettmering seconded that the Commission approve the following list of expenditures for January and estimated expenditures for February:

	Expended January 1954	Est. Expend. February 1954
Salaries	$59,548.23	$61,000.00
Contractual Services	395.82	1,000.00
Station Keeper	15.00	15.00
Binding	15,000.00	-0-
Material and Supplies	1,875.76	500.00
Books & Binding Supplies	12,130.92	7,000.00
Fixed Charges	150.00	-0-
Maintenance & Repair Buildings	1,000.00	1,000.00

Rental of Branches	615.00	615.00
Heat, Light & Power	1,600.00	1,700.00
Pensions	5,700.00	5,700.00
Window Washing	188.25	188.25
Repair Auto Equipment	-0-	100.00
Telephone	130.00	130.00
Fuels & Oil	382.76	70.00
Scavenger	582.50	-0-
	$99,314.24	$79,108.25

Commissioner Graves moved and Commissioner Fischer seconded that the Commission approve the list of books on economic and political subjects in the amount of $139.82, as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund.

Unanimously approved.

BUILDINGS, MAINTENANCE AND OPERATION COMMITTEE

Commissioner Vayssie informed the Commission of the tabulation of bids received from the Department of Public Works (Bureau of Architecture) for major repairs to the roof of the Main Library, and estimate of inspection fees chargeable to this work.

On motion of Commissioner Vayssie, seconded by Commissioner Fischer and unanimously approved, the following resolution was adopted:

RESOLUTION #32

RESOLVED That the Library Commission accept the lowest, legal, responsible bid submitted by the Western Roofing Service, in the amount of $5,936, for all work, in strict accordance with the plans and specifications for major roof repairs to the Main Library; and be it

FURTHER RESOLVED That the Basis of Inspection Cost in the amount of $580, submitted by the Department of Public Works (Bureau of Architecture) be accepted for this project.

WELFARE OF EMPLOYEES COMMITTEE

On motion of Commissioner Dettmering, seconded by Commissioner Lepetich and unanimously approved, the following resolution was adopted:

RESOLUTION #33

RESOLVED That the following non-civil service, temporary appointments and re-certification of temporary appointments which have been made by the City Librarian for the month of January, be approved:

X-52 Library Pages	Temporary appointments & recertifications
James Brown	T-759 X-42 Librarian-Loretta Gill
Michael Fahey	T-760 " " Lisa Weisz
Francis Downie	T-761 " " Mary Ann Roberts
Stephen Negoesco	T-762 B222 Clsrk Richard Kostriken
Carolyn Patterson	T-763 C52 Elev.Opr. V. Balian
Michael Scarpelli	T-764 X-42 Librarian-E. Young & Leon Smith
Chris Hary	T-765 X-20 Head Lib.-Rose Suttey
	T-766 X-42 Librarian-Anne Dixon

And Further, that the following resignations from non-civil service, part-time and temporary employees be accepted:

X-52 Library Pages	X-42 Librarians
Leon Smith	Dolores Fosselman
Emma Morgan	Maryanne Ryan
Knute Martin	Diane Giblin

Commissioner Dettmering concluded his report by referring to the Salary Standardization data prepared by the Staff Association

Committee for transmittal to the Finance Committee of the Board of Supervisors.

On motion duly made, seconded and unanimously approved, the Salary Standardization data prepared by the Staff Association was approved for presentation to the Finance Committee of the Board of Supervisors for its information and consideration.

SUTRO LIBRARY COMMITTEE

In the absence of Commissioner Mohr, the City Librarian informed the Commission that a Committee meeting will be held on Monday, February 15, 1954 with representatives from the State Library in the Commissioners' Room, for the purpose of discussing the Sutro Collection now housed in the Main Library.

The Chair made reference to the recent transfer of Commissioner Fitz-Gerald Ames, Sr. from the Library Commission to the Redevelopment Agency, and directed the Secretary to express the Commission's appreciation for his keen interest and wholehearted cooperation in the affairs of the Library Department while a member of the Library Commission.

The Chair stated that in accord with the By-Laws of the Commission, nomination and election of officers for the ensuing term will be held at the March meeting of the Commission.

COMMUNICATIONS

From John H. Devitt, City Architect re: Tabulation of bids for roof repair - Main Library building -

Refer to minutes.

From Selah Chamberlain, Jr. Chairman Social Planning Committee of the Community Chest re: Appointment of delegates and alternates to the Group Work and Recreational Council for 1954-55.

The Chair appointed Commissioner Mohr and Miss Anne Farrell of the Staff to represent the Library Commission and Department respectively.

There being no further business to come before the Commission, the meeting was adjourned.

J. J. Allen, Secretary

February 16, 1954

Proceedings of the special meeting of the Sutro Library Committee, held Monday, February 15, 1954 at 2:00 p.m., Commissioners' Room, Main Library.

Present: Commissioners Fischer, Graves and Mohr and City Librarian Clarke. In attendance representing the Sutro Library Collection--Mrs. Carma Zimmerman, State Librarian and Mr. Ralph Blasingame, Assistant to Mrs. Zimmerman.

Subject of the meeting: The Sutro Library Collection now housed in the Main Public Library.

The City Librarian recited the past history of the Collection, the years it has been housed in the Main Library and the problem of future housing due to the expansion and overcrowding of the Reference and Documents sections occupying the adjoining area.

Mrs. Zimmerman stated that at the present time there is no concrete plan for moving the Collection elsewhere; and further, that the change in State administration makes the problem more acute.

Chairman Mohr stated that this meeting was of an exploratory nature and the findings and recommendations of the Committee would be transmitted to the Commission for its consideration and action.

Commissioner Mohr posed the question of State funds to house the Collection, the possibility of integrating this Collection with the State Library Collection, or the transfer of the Collection to the University of California Library.

The State Librarian informed the Committee that the present State administration would not approve moving this Collection for the following reasons:

(1) It would entail considerable expense
(2) It would be more useful to the general public in a metropolitan area
(3) The University of California Library has too many restrictions which would be contrary to the will and interest of the Sutro Estate in bequeathing this Collection to the citizenry for maximum use and enjoyment.

City Librarian Clarke suggested to the Committee the possibility of utilizing the infrequently used Max Kuhl Room adjoining the main reading room. He cited these advantages--more shelf space whereby books now in the closed stack area could be combined with present available collection; maximum control over Collection because of one entrance; closer proximity to the business office on the first floor and stack area in the basement.

The City Librarian suggested that the Committee retire to the Max Kuhl Room for an on-the-spot inspection of the area.

The Committee recommended that estimates be obtained for the cost of shelving, installation of electric plugs, etc. to convert the room for the use of the Sutro Library.

There being no further business, the special meeting was adjourned.

SECRETARY

March 3, 1954

Proceedings of the regular meeting of the Library Commission held Tuesday, March 2, 1954 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Markowitz presiding.

The Pledge of Allegiance to the Flag was recited.

On roll call the following were noted present: Commissioners Allen, Cuddy, Dettmering, Fischer, Graves, La Place, Lepetich, Markowitz, Mohr, Quan and Vayssie.

The minutes of the February meeting as amended, and the minutes of the special meeting held February 16, 1954, were approved and placed on file.

The Chair acknowledged the presence of Mrs. Budd Smith, representing the League of Women Voters, Dr. Arthur B. Carfagni, representing the Excelsior District, and delegates representing various organization in the North Beach District.

The Chair introduced Dr. Wilhelm Martin-Luther, Acting Director, Lower Saxony State and University Library, Goettingen, Germany, and extended a cordial invitation for him to visit the Main and Branch Libraries during his brief stay in San Francisco.

As a special order of business, the Chair called upon Commissioner Mohr, Chairman of the Public Relations and Promotion Committee, for her report on the special Committee meeting held March 2, 1954, relative to the Public Relations Program of the Library Department.

Commissioner Mohr read a comprehensive report based on the subject of Public Relations for Public Libraries, and a summary of the Committee's aims and objectives for a sound public relations program for the San Francisco Public Library.

Commissioner Mohr illustrated her report by directing the Commission's attention to a large display of bulletins, brochures, mimeographed pamphlets and other forms of printed matter gathered from libraries throughout the country.

Commissioner Quan moved and Commissioner Allen seconded that the report of the Public Relations and Promotion Committee be mimeographed and distributed to the Commission for its information and deliberation.

The regular order of business was resumed.

The City Librarian stated in his report that the Library Department's 1954-55 Budget Request has been submitted to the Mayor for his review and recommendations, and a hearing will be held prior to April 15, 1954, the deadline for submission of the budget to the Board of Supervisors. The budget request, amounting to $2,109,855, reflects an increase of $906,129 over the budget of the present fiscal year. Chief items of increase are personnel, maintenance and repair of public buildings, books and binding supplies, equipment and capital improvements.

The City Librarian emphasized the fact that the San Francisco Public Library has the fewest professional and clerical employees, and the lowest per capita tax support of the 16 major libraries in the United States. He recommended that the Library Commission make a concerted effort to obtain sufficient financial support from the City administrators to enable the Department to give the type of library service which it is expected to render.

The City Librarian concluded his report by stating that a complete detailed work program to supplement budget explanations will be transmitted to the Commission for its perusal prior to the Library Department's budget hearings before the Mayor and Board of Supervisors.

The regular order of business was suspended to hear representatives from the various North Beach organizations requesting library facilities in that District.

The Chair requested that due to the lengthy agenda and in the interest of time, a few of those present be chosen to speak on behalf of the delegation.

Brief remarks were made by Mr. Joseph Cervetto and Mr. P.J. Cesari from the Italian Federation, Miss Grace Duhagen, Italian Welfare Agency, and Master Don De Vincenzi, a student at St. Peter and Paul School.

Commissioner Cuddy, Chairman of the Planning and Development Committee, addressed the delegation and outlined the problems confronting the Committee relative to obtaining a suitable library location in the congested North Beach District.

Commissioner Cuddy referred to a communication received from the Acting City Architect, Mr. John Devitt, relative to the Telegraph Hill Neighborhood House, citing the impracticability of remodeling the present frame structure to library use, and the expense involved in grading and installing retaining walls.

Commissioner Cuddy concluded his remarks by stating that the Committee has a site in mind which will be agreeable to all concerned but due to technicalities involved, he would be unable to reveal the location or ownership at the present time.

The regular order of business was resumed.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Cuddy informed the Commission that the Director of Property responded to the Commission's request for an appraisal of a certain parcel of land in the Excelsior District for branch library purposes.

On motion of Commissioner Cuddy, seconded by Commissioner Dettmering, and unanimously approved, the following resolution was adopted:

RESOLUTION #34

RESOLVED That the Library Commission authorize the Director of Property to negotiate for the purchase of that certain parcel of land (for branch library purposes) situated at the S. W. corner of Mission and Ruth Streets, with a frontage of 52.5' on Mission Street and a depth of 100' on Ruth Street; and more particularly described as Lots 10 and 11 in Block 6955; and be it

FURTHER RESOLVED That the sum of $15,000 be allotted for this purchase, which amount will include incidental expenses in connection with the purchase, as requested by the Director of Property.

Commissioner Cuddy concluded his report by referring to a communication from the Director of Property regarding the possible purchase by Safeway Stores of surplus property belonging to the Library Department on Monterey Boulevard near Foerster Street. However, due to change in plans by Safeway Stores, their representative has stated they are no longer interested in this property.

Commissioner Cuddy assured the Commission that the Director of Property will do his utmost to dispose of this site for the account of the Library.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Graves moved and Commissioner La Place seconded that the Commission approve the following list of expenditures for February and estimated expenditures for March:

	Expended February.1954	Est. Expend. March 1954
Salaries	$60,707.71	$61,000.00
Contractual Services	451.39	1,000.00
Station Keeper	15.00	15.00
Materials & Supplies	1,647.46	500.00
Books-Binding Supplies	14,185.35	7,000.00
Fixed Charges	32.50	300.00
Main & Repair Bldgs.	1,000.00	1,000.00
Rental Branches	615.00	615.00
Heat, Light & Power	1,800.00	1,700.00
Pensions	5,700.00	5,700.00
Window Washing	604.25	188.25
Repair Auto Equip.	-0-	100.00
Telephone	130.00	130.00
Fuels & Oil	382.76	70.00
Services Other Depts.	-0-	2,375.00
	$87,271.42	$81,693.25

Commissioner Graves moved and Commissioner Lepetich seconded that the Commission approve the list of books on economic and political subjects in the amount of $269.00, as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner Fischer seconded that the Commission approve the list of books on Latin America, in the amount of $45.42, as submitted by the Librarian, be purchased from the Pan-American Society, Inc. Book Fund.

Unanimously approved.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #35

RESOLVED That a Departmental Work Order in the amount of $2,375, be issued to the Recreation-Park Department for the services of a sub-foreman gardener and one gardener to properly maintain the grounds surrounding the buildings of the Public Library for the period ending June 30, 1954.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #36

RESOLVED That a Departmental Work Order in the amount of $300.00 be issued to the Retirement System to cover Workmen's Compensation benefits for the period ending June 30, 1954.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #37

RESOLVED That a Departmental Work Order in the amount of $25.00 be issued to the Purchasing Department to cover reproduction work for the period ending June 30, 1954.

Commissioner Graves concluded his report by referring to a copy of a communication from the Director of Property to the City Attorney relative to granting the P.G.&E. Company an easement over certain city-owned property acquired from the Estate of Alfred Fuhrman. The value of the easement is $250.00 of which one-half will be credited to the Library Department.

On motion of Commissioner Graves, seconded by Commissioner Dettmering and unanimously approved, the following resolution was adopted:

RESOLUTION #38

RESOLVED That the Director of Property be requested to submit

to the Library Commission a complete report on the Fuhrman Estate as it pertains to leases, agreements, etc. for the information of the Commission.

LIBRARY OPERATIONS COMMITTEE

On motion of Commissioner La Place, seconded by Commissioner Vayssie and unanimously approved, the following resolution was adopted:

RESOLUTION #39

RESOLVED That the Library Commission authorize the extension for a period of one year, that certain lease between Louis and Tosca Donati and the City and County of San Francisco, covering ground floor space in that certain building known as 4465 Mission Street (Excelsior Branch Library), San Francisco, California, beginning April 1, 1954 at a rental of $175.00 per month.

Commissioner La Place concluded her report by informing the Commission of the need for additional funds in the Book appropriation for the purchase of books and periodicals for the Marina Branch Library to be completed by May 15, 1954, and she presented the following resolution:

RESOLUTION #40

RESOLVED That the Library Commission request His Honor Mayor Elmer E. Robinson and the Honorable Board of Supervisors to approve a supplemental appropriation in the amount of $15,000 to provide funds for the purchase of books and periodicals for the proposed Marina Branch Library. Unanimously adopted.

BUILDINGS MAINTENANCE AND OPERATION COMMITTEE

Report progress.

WELFARE OF EMPLOYEES COMMITTEE

On motion of Commissioner Dettmering, seconded by Commissioner La Place, and unanimously approved, the following resolution was adopted:

RESOLUTION #41

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of February, be approved:

X-42 Library Pages	Temporary appointments & recertifications	
Ralph Brady	T-733 X-42 Librarian -	Dolores Tompkins
David Johnson	T-757 " "	Helen Alan
Diane Houweling	" "	Emma Morgan
John Russi	T-767 " "	Freeman Blake
Benjamin Tong	" "	Shirley Canata
James Cadigan	T-768 " "	Phyllis Joseph
Henry Ng	T-769 " "	M. DeEcheverri
	" "	Charles Shreve
	T-770 " "	Frances Thompson
	" "	Julia Seibert
	T-772 " "	Donald Rice
	" "	William Carney
	T-775 " "	Helen Cushman
	T-776 " "	Katherine Fazackerly
	T-777 " "	Iole Matteucig

Exempt Non-Civil Service Appointments
Peter Keegan

And further, that the following resignations of non-civil service, part-time and temporary employees be accepted:

X-52 Library Page	X-42 Librarian	Exempt Non-Civil Service
Ewing Chinn	Evelyn Bensen	Rosemary Klem
Willard Cummings	Maureen Curley	Richard Kostriken
Peter Keegan		Dolores Tompkins
Thomas Girard		Jacqueline Ryan
Benjamin Tong		

Commissioner Dettmering informed the Commission that the Civil Service Commission approved the establishment of one position of Head Librarian to take over the supervision of all binding of books and periodicals; and further, that a supplemental appropriation was submitted to the Mayor for funds to establish this position. However, the Mayor denied this request because it was too late in the fiscal year to create this position, and he recommended that the position be included in the Library Department's budget for 1954-5.

On motion of Commissioner Dettmering, seconded by Commissioner Lepetich, and unanimously approved, the following resolution was adopted:

RESOLUTION #42

RESOLVED That a supplemental budget request be submitted to His Honor Mayor Elmer E. Robinson and the Honorable Board of Supervisors for the establishment of one Head Librarian (Salary $365-425), to supervise the binding of all books and periodicals in the Library Department.

Commissioner Dettmering concluded his report by informing the Commission of the annual conference of the American Library Association to be held in Minneapolis, Minnesota - June 20-26, 1954.

On motion of Commissioner Dettmering, seconded by Commissioner La Place and unanimously approved, the following resolution was adopted:

RESOLUTION #43

RESOLVED That Commissioner Mrs. J. Henry Mohr, City Librarian Laurence J. Clarke, and one member of the Library Staff Association be permitted to attend the annual conference of the American Library Association to be held in Minneapolis, Minnesota - June 20-26, 1954; and be it

FURTHER RESOLVED That traveling expenses incurred be paid from City funds in accord with Ordinance 4942, Series 1939, adopted April 15, 1948.

SUTRO LIBRARY COMMITTEE

Commissioner Mohr spoke of a special Committee meeting held February 16, 1954 with State Librarian Mrs. Carma Zimmerman and her assistant Mr. Ralph Blasingame of the Sutro Library Collection. The Committee stressed the need for additional reference space now occupied by the Sutro Library, and proposed that the present seldom used Max Kuhl Room located at the east end of the Main Reading Room be made available for Sutro Library purposes.

Commissioner Mohr concluded her report by recommending that an estimate of $1850 for lumber, floor plugs and improved lighting be submitted to Mrs. Zimmerman as the cost of re-locating the Sutro Library offices and collection, with a request that the necessary State agencies acquire the appropriation of funds for this purpose.

It was moved by Commissioner Allen and seconded by Commissioner Fischer that the report and recommendations of the Sutro Library Committee be adopted. Unanimously approved.

NEW BUSINESS

The nomination and election of officers for the ensuing year was declared in order by the Chair.

Nominations for President were declared in order and on motion of Commissioner Cuddy seconded by Commissioner Allen, Commissioner Markowitz was nominated and unanimously re-elected.

Nominations for First Vice-President were declared in order and on motion of Commissioner Allen, seconded by Commissioner La Place, Commissioner Cuddy was nominated and unanimously re-elected.

At the request of Commissioner Markowitz, Commissioner La Place assumed the Chair.

Nominations for Second Vice-President were declared in order, and on motion of Commissioner Markowitz, seconded by Commissioner Lepetich, Commissioner Dettmering was nominated and unanimously re-elected.

Commissioner Markowitz re-assumed the Chair.

PUBLIC RELATIONS AND BROMOTION COMMITTEE

Commissioner Mohr spoke on activities and events contemplated for California Library Week March 7-13, 1954, and made reference to the numerous Radio and T. V. special features and spot announcements as well as newspaper and periodical publicity obtained for this celebration. She stated that a list of the programs will be sent to the Commissioners for their information and guidance.

Commissioner Mohr concluded by recommending that the Library Commission approve a book drive during the celebration of California Library Week and continuing through the month of March; and further, that the Committee be given power to act in this matter.

Unanimously approved.

The City Librarian made reference to the Library Department's budget request for 1954-55 citing the dire need for increased appropriations to maintain the physical properties of the Department.

The Chair directed that a communication be sent to the members of the Finance Committee requesting that they visit the Library Department for an on-the-spot investigation of the needs outlined in the budget request for 1954-55.

It was so recommended.

COMMUNICATIONS

From His Honor Mayor Elmer E. Robinson re: Transmittal of communications received from various citizens and groups requesting library facilities in Outer Sunset and Excelsior Districts.

Acknowledge and place on file.

From Director of Property re: Statement of rents collected from U. S. Government for ground floor space at 45 Hyde Street.

Place on file.

There being no further business to come before the Commission, the meeting was adjourned to April 6, 1954.

**Amended at meeting of April 6, 1954.

Joseph J. Allen, Secretary

"WHEREAS, the Library Commission desires to express its profound appreciation to the Press, Radio and Television, as well as to the numerous business, civic and fraternal organizations who lent their assistance in publicizing the occasion of California Library Wee, during its celebration in San Francisco from March 7-13, 1954; and

"WHEREAS, the public, in accepting the invitation to visit their libraries during this period, were so astounded at the resources which the San Francisco Public Library System had to offer, that it has resulted in a greater increase in the number of patrons who are availing themselves of the services and facilities of this institution which is contributing so much to the spiritual, educational and cultural needs of the community; now, therefore, be it

"RESOLVED, that this expression of gratitude shall be sent to all individuals and organizations who rendered such invaluable assistance and cooperation in attaining the ultimate success of California Library Week."

April 7, 1954

Proceedings of the regular meeting of the Library Commission held Tuesday, April 6, 1954 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Markowitz presiding.

The Pledge of Allegiance to the Flag was recited.

On roll call the following were noted present: Commissioners Allen, Dettmering, Fischer, Graves, Lepetich, Markowitz, Mohr, Quan and Vayssie. Absent: Commissioners Cuddy and La Place.

The minutes of the previous meeting as amended, were approved and placed on file.

The Chair acknowledged the presence of individuals as well as representatives from various North Beach organizations.

The regular order of business was suspended to hear a report and recommendation of the Planning and Development Committee.

Commissioner Allen, in the absence of Chairman Cuddy, reported that the Planning and Development Committee met in special session to discuss the matter of a site for the proposed North Beach Branch Library. After considerable investigation and deliberation, the Committee recommended that the triangular parcel of land, under the jurisdiction of the Recreation-Park Commission, more particularly described as bounded by Columbus Avenue, Union and Powell Streets, be considered for this purpose.

Following a discussion from the floor by the individuals and representatives from the North Beach organizations, it was moved, seconded and unanimously approved that the following resolution be adopted:

RESOLUTION #48

RESOLVED That the Library Commission set up the necessary machinery to acquire from the Recreation-Park Commission that certain triangular parcel of land bounded by Columbus Avenue, Union and Powell Streets, for the purpose of erecting and maintaining a branch of the Public Library.

Commissioner Allen concluded his report by informing the Commission of two modifications of the contract for the construction of the Marina Branch Library, and on motion made by him, seconded by Commissioner Fischer and unanimously approved, the following resolution was adopted:

RESOLUTION #44

RESOLVED That Modification of Contract #4 (1281-Arch) dated March 4, 1954, for the construction of the Marina Branch Library, be approved in the amount of $1,331.18 for all work described thereon to provide proper lighting facilities as per recommendations of the Bureau of Heat, Light and Power.

On motion of Commissioner Allen, seconded by Commissioner Lepetich and unanimously approved, the following resolution was adopted:

RESOLUTION #45

RESOLVED That Modification of Contract #5 (1288-Arch) dated March 22, 1954, for the construction of the Marina Branch Library, be approved in the amount of $486.32 for all work involved in constructing a concrete curb wall on the northerly side of the building in order to provide for better landscaping.

The regular order of business was resumed.

The City Librarian directed the Commission's attention to a mimeographed copy of the Library Department's 1954-55 budget request as recommended by the Mayor to the Board of Supervisors in the amount of $1,453,518, reflecting an increase of $349,792 over the Library's 1953-54 budget.

The breakdown is as follows:

	1953-54	1954-55	Mayor's Recommend.
Permanent Salaries	$568,430	$654,834	$647,714
Overtime	500	1,000	500
Temporary Salaries	2,600	5,000	2,600
Wages (Pages & P.T. inc.)	179,990	209,896	205,205
Binding	47,500	55,000	55,000
Contractual Services	29,200	34,705	33,785
Maintenance of Grounds	9,700	10,419	10,419
Maintenance of Public Bldgs.*	-0-	123,410	-0-
Materials & Supplies	15,763	20,500	15,345
Books & Binding Supplies	123,675	207,500	130,500
Books - Marina Branch	-0-	10,000	10,000
Records	-0-	10,000	-0-
Rents, Dues & Compensation	9,075	10,075	10,075
Equipment	2,200	46,088	21,877
includes			
Furn. & Furn. N.B. Br. 15,000			
Bookmobile 20,000			
Heat, Light & Power	21,295	22,600	22,100
Pensions & Ret. Allowance	68,778	82,328	80,063
Buildings-Construction**	-0-	464,500	-0-
includes:			
Outer Sunset Branch 154,500			
Excelsior Branch 160,000			
Alt. to Main Library 150,000			
Land	25,000	42,000	3,000
includes:			
Outer Sunset Branch 12,000			
Excelsior Branch 15,000			
P.M. Stonestown Br. 15,000			
	$1,103,726	$2,009,855	$1,248,183
Trans. to Dept. Public Works			
*Main. & Rep. Library Bldgs.	45,835		
**Outer Sunset Branch Library	154,500		
Plans & Spec. Main Library	5,000		205,335
			$1,453,518

The following personnel increases were recommended by the Mayor:

1 B408 General Clerk Stenographer	$3,300 (Main)
1 B512 General Clerk-Typist	$3,300 (Main)
1 C104 Janitor	$3,150 (Marina)
1 O-1 Chauffeur	$4,053 (Bookmobile)
1 X-20 Head Librarian	$4,740 (Marina)
2 X-40 Senior Librarians	$8,640 (Marina-Main)
2 X-42 Librarians	$7,320 (Marina)
2 X-42 Librarians	$7,320 (Bookmobile-Main)

The City Librarian concluded his report by recommending that a supplemental budget request in the amount of $7,355 for the Wages Appropriation, to offset increases made mandatory by Salary Standardization provisions of the Charter, be submitted to the Honorable Board of Supervisors and Mayor.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Graves moved and Commissioner Lepetich seconded that the Commission approve the following list of expenditures for March and estimated expenditures for April:

	Expended March 1954	Est. Expend. April 1954
Salaries	$62,541.87	$61,000.00
Contractual Services	1,188.64	1,000.00
Station Keeper	15.00	15.00
Material and Supplies	796.57	500.00
Books & Binding Supplies	16,131.67	7,000.00
Main. & Rep. Bldgs.	1,000.00	1,000.00
Rental Branches	615.00	615.00
Heat, Light & Power	1,900.00	1,700.00
Pensions	5,700.00	5,700.00
Window Washing	446.97	188.25
Repair Auto Equipment	-0-	100.00
Telephone	130.00	130;00
Fuels and Oil	75.00	70.00
Services Other Departments	2,375.00	-0-
Binding	10,350.66	-0-
	$103,266.38	$79,018.25

Commissioner Graves moved and Commissioner Fischer seconded that the Commission approve the list of books on economic and political subjects in the amount of $276.92, as submitted by the Librarian, be purchased from the Fuhrman Bequest Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner Dettmering seconded that the Commission approve the list of books on Latin America, in the amount of $91.12, as submitted by the Librarian, be purchased from the Pan-American Society, Inc. Book Fund.

Unanimously approved.

Commissioner Graves concluded his report by recommending that the Real Estate Department prepare and submit a detailed report on city-owned oil lands acquired from the Estate of Alfred Fuhrman, deceased.

On motion of Commissioner Graves, seconded by Commissioner Lepetich and unanimously approved, the following resolution was adopted:

RESOLUTION #38

RESOLVED That a Departmental Work Order in the amount of $500 be issued to the Real Estate Department to cover the cost of services and expenses in connection with the preparation of a comprehensive report on city-owned oil lands acquired from the Estate of Alfred Fuhrman, deceased. (one-half the cost to be borne by the Library Department, and one-half by the Recreation-Park Department.)

BUILDINGS, MAINTENANCE AND OPERATION COMMITTEE

Commissioner Vayssie informed the Commission of the tabulation of bids received from the Department of Public Works (Bureau of Architecture) for exterior painting of the Main Library, and estimate of inspection fee as well as a reserve for contingencies, chargeable to this project.

On motion of Commissioner Vayssie, seconded by Commissioner Fischer, the following resolution was adopted:

RESOLUTION #46

RESOLVED That the Library Commission accept the lowest, legal responsible bid submitted by D. Zelinsky & Sons, in the amount of $6,496 for all work, in strict accordance with the plans and specifications for exterior painting of the Main Library; and be it

FURTHER RESOLVED That the basis of inspection cost in the amount of $1,160 as well as the sum of $600 for possible contingencies, as submitted by the Department of Public Works (Bureau of Architecture) be approved for this project.

Commissioner Mohr cast a dissenting vote.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Dettmering referred to a mimeographed copy of personnel changes in the staff effective April 1 and 12, and new assignments effective about June 1, 1954, as submitted by the City Librarian for the information of the Commission.

Commissioner Dettmering concluded his report by recommending the adoption of the following resolution:

RESOLUTION #47

RESOLVED That the Following non-civil service, temporary appointments and recertification of temporary appointments which have been made by the City Librarian for the month of March be approved:

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James Cadigan	Eugene Griffin	Henry Ng
Sidney Franklin	Richard Hart	Frank Prohaska
Roger Gaetjen	James Owen	Horton Scioneaux

Temporary Appointments & recertifications

T-779	X-42 Librarian	Morgan Dowling
T-780		Claire Malley
T-781		Eugenia Gillick
		Vivian Louis
T-783		Jacqueline Acree
		Florence Lee
		John Brookman
T-784		Carol McGuire
T-785		Betty Burley

And further, that the following resignations of non-civil service part-time and temporary be accepted:

X-52 Library Page

John Coleman	Michael Scarpelli
Stephen Negoesco	George Gomez
Richard Piper	Lanny Sellman

Unanimously adopted.

PUBLIC RELATIONS & PROMOTION COMMITTEE

Commissioner Mohr reported on the tremendous publicity received by the Library Department during California Library Week, and made reference to articles appearing in local and state publications relative to art exhibits, children's art contests, movies, and other activities of the San Francisco Public Library.

Commissioner Mohr stated that the response to the Library Department's Book Drive has been most encouraging. Over 1,000 books have been donated to augment the Library's collection. She added that the Library Department hae been requested to participate in a Senior Citizens' Hobby Show to be staged the firet week in May at the Emporium. Commissioner Mohr stated this will afford an opportunity to publicize the eervices and resources of our Library to the senior citizens of the community.

Commissioner Mohr recommended that the Friends of the Library Group be organized in branch library districts. She stated that the Potrero Library will undertake such a program in May. Later a program will be held in the Parkside Branch Library and in the Marina Branch Library upon its completion.

It was so recommended.

Commissioner Mohr also recommended that the Commission cooperate with the California Historical Society on the Founding of San Francisco celebration to be held in June, with a Friends of the Library meeting at the Main Library. An outstanding speaker will be selected.

It was so recommended.

Commissioner Mohr concluded her report by referring to detailed drawings and specifications for furniture and fittings prepared by the architectural firm of Appleton and Wolfard for the Marina Branch Library.

On motion of Commissioner Mohr, seconded by Commissioner Dettmering and unanimously approved, the following resolution was adopted:

RESOLUTION #49

RESOLVED That the drawings and specifications for furniture and fittings prepared by the firm of Appleton and Wolfard for the Marina Branch Library be approved.

The City Librarian referred to the Mayor's recommendation to the Board of Supervisors to include a Bookmobile in the Library Department's 1954-55 budget request. He suggested that a special committee be appointed to investigate its complete cost, proposed routes, etc. for the information of the Commission.

The Chair appointed a Bookmobile Committee consisting of Commissioners Mohr, Quan and Vaysse to investigate and report its findings to the Commission at its next regular meeting in May.

COMMUNICATIONS
From

Mayor Elmer E. Robinson to all Department Heads re: submission of bond issues for November 2, 1954 election to be made prior to June 25, 1954.
The Chair directed that this matter be laid over to the May meeting.

Miss Richards, Housing Authority of City and County of San Francisco re: Assistance in planning bookmobils route to serve public housing areas in San Francisco.
Acknowledge and place on file.

Supervisor George Christopher re: transmittal of letter from Mrs. Joseph M. Harley concerning the need for library facilities in Sunset Community Center.
Acknowledge and place on file.

Beatrice Hawley, Secretary Marina Business & Professional Women's Club, re: permission to use Marina Branch Library as a meeting place each Wednesday evening.

Refer to Public Relations & Promotion Committee.

Mrs. M. S. Tuft, Principal Francis Scott Key School re: library service in Sunset Community Center.

Acknowledge and place on file.

Director of Prqerty re: statement of rent collected from U. S. Government for ground floor space at 45 Hyde Street. place on file.

Charles W. Kieser, Attorney-at-Law re: Complimenting Miss Anne Schofield, Business Branch, for courteous service. Acknowledge and display on staff bulletin board.

There being no further business, the meeting was adjourned.

J. J. Allen, Secretary

May 5, 1954

Proceedings of the regular meeting of the Library Commission held Tuesday, May 4, 1954 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Markowitz presiding.

The Pledge of Allegiance to the Flag was recited.

On roll call, the following were noted present: Commissioners Dettmering, Fischer, Graves, La Place, Lepetich, Markowitz, Mohr and Vayssie. Absent: Commissioners Allen, Cuddy and Quan.

The minutes of the previous meeting as amended were approved and placed on file.

The regular order of business was suspended.

The Chair acknowledged the presence of individuals as well as representatives from various North Beach organizations.

Following brief introductory remarks concerning the proposed North Beach Library site boundsd by Columbus, Union and Powell Streets, President Markowitz requested that the repressntatives from the North Beach organizations present their arguments for and against this proposed site.

Proponents and opponents heard were Mrs. Henry Jessup, Hancock-Cooper P.T.A.; Mrs. L. De Vincenzi, Sts. Peter and Paul Mothers Club; Mr. Carl Stull and Mrs. Frances Seitz, property owners; Mrs. Kay Thiel, Telegraph Hill Dwellers Association; Mrs. Ernest Born, S. F. Planning and Housing Association; Rose M. Fannucchi, Italian Federation of California; Mr. Paul J. Cesari, Mr. Jerome Vanden Bergh and Mr. Harold Simon, residents of the district.

Concluding the presentations and on motion of Commissioner Mohr seconded by Commissioner Dettmering and unanimously approved, the following resolution was adopted:

RESOLUTION #55

RESOLVED That the Library Commission rescind its previous action (Resolution #48) requesting that the necessary machinery be set up to acquire from the Recreation-Park Commission that certain triangular parcel of land bounded by Columbus Avenue, Union and Powell Streets for the proposed North Beach Library.

On motion of Commissioner Dettmering seconded by Commissioner Fischer and unanimously approved the following resolution was adopted:

RESOLUTION #54

RESOLVED That the matter of securing a site for branch library purposes in the North Beach area be re-referrsd to the Planning and Development Committee for further study and report.

The regular order of business was resumed.

The City Librarian informed the Commission of the Library Department's hearing before the Finance Committee of the Board of Supervisors and the published report of the deletion from the budget of capital improvement funds for the construction of the Sunset Community Center Library. The Librarian concluded by stating that the recommendations of the Finance Committee will be transmitted to the full Board on May 15, 1954.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Graves moved and Commissioner Dettmering seconded that the Commission approve the following list of expenditures for April and sstimated expenditurss for May:

	Expended April 1954	Est. Expend. May 1954
Salaries	$62,592.10	$61,000.00
Contractual Services	606.29	1,500.00
Station Keeper	15.00	15.00
Material & Supplies	2,024.70	660.00
Equipment	960.30	-0-
Books & Binding Materials	16,341.18	10,700.00
Maintenance & Repair Buildings	1,000.00	1,000.00
Rental Branches	615.00	615.00
Heat, Light & Power	1,800.00	1,700.00
Pensions	5,700.00	5,700.00
Window Washing	70.00	604.25
Rspair Auto Equipment	-0-	133.00
Telephone	130.00	130.00
Fuels & Oil	382.76	70.00
	$92,237.33	$83,827.25

On motion of Commissioner Graves, seconded by Commissioner Vayssie and unanimously approved the following resolution was adopted:

RESOLUTION #51

WHEREAS The Pan-American Society, in celebration of Pan-American Day, April 14, 1954, presented to ths San Francisco Public Library, as a gift, a check in the amount of $100.00 for the purchase of books on or relating to Latin America; and

WHEREAS The Public Library Commission has signified its desire to accept said gift; now, therefore, be it

RESOLVED That the Board of Supervisors of the City and County of San Francisco be respectfully requested to accept for and on behalf of the City and County of San Francisco, and subject to administration by the San Francisco Public Library, said sum of $100.00; and be it

FURTHER RESOLVED That said $100.00 be depositsd with the Treasursr of the City and County of San Francisco in the Pan-American Society Inc. Book Fund, to be used for the purchase of books on or relating to Latin America.

Commissioner Graves moved and Commissioner Lepetich seconded that the Commission approve ths list of books on economic and political subjects in the amount of $927.85, as submitted by the Librarian, be purchased from the Fuhrman Bsquest Fund.

Unanimously approvsd.

PLANNING AND DEVELOPMENT COMMITTEE

On motion of Commissioner La Place seconded by Commissioner Dettmering and unanimously approved, the following resolution was adopted:

RESOLUTION #52

RESOLVED That the Library Commission approve a requsst for a supplemental appropriation in the amount of $875 from ths unencumbsred and unallotted balance in Appropriation 314.600.00 (Land) to the credit of Appropriation 314.510.08 (Marina Library) to provide additional funds for modifications of Architscts and Contractors contracts in accord with Department of Public Works (Bureau of Architecture) communication dated April 27, 1954.

BUILDINGS, CONSTRUCTION AND MAINTENANCE COMMITTEE

Commissioner Vayssie moved andCommissioner Dettmering seconded that the following modification in the roofing contract for the Main Library be approved in accord with the recommendation of the Department of Public Works (Bureau of Architecture).

RESOLUTION #50

RESOLVED That Modification #1 (1294-Arch) dated March 11, 1954 for re-roofing the lower center roof section of the Main Library building, be approved in the amount of $296. All work to be done in accord with present contract specifications for similar work.

Unanimously approved.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Dettmering moved and Commissioner Fischer seconded that the following resolutiom bs approved:

RESOLUTION #53

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of April, be approved:

X-52 Library Page

Thomas Battaglia Bart Connolly Ken McKean

Temporary appointments and recertifications

T-786	X-42	Librarian	Wolfgang Hadda	T-794	X-42	Librarian	Ken Raab
T-789	X-42	"	Joseph Hatie	"	"	"	Mary McDonald
T-790	X-42	"	Nellie Otterberg	T-795	"	"	Katherine Bisio
T-791	X-42	"	Helen Melendez	"	"	"	James Deering
T-792	X-42	"	Joan Brennan	"	"	"	John Casaleggio
T-793	X-42	"	Jim Chandler	T-796	"	"	John Morris
"			James Reilly, Noreen Casey	"	"	"	Mary Fotinos
"			Violet Fenech	T-797	"	"	Ann Sacco

And Further, that the following resignations of non-civil service, part-time and temporary employees be accepted:

X-52 Library Page

Sheldon Backer Emmett Bowler
Robert Cox Eugene Griffin

X-42 Librarian

James D. McManus

Unanimously adopted.

PUBLIC RELATIONS AND PROMOTION COMMITTEE

Commissioner Mohr informed the Commission of exhibits at the Main Library and Branches for Mental Health Week, Marian Week, etc., as well as several meetings and talks given during the month of April.

Commissioner Mohr spoke on organizing Friends of the Library groups in various districts, and announced that on May 18, 1954, Potrero Branch Library will have a Friends of Library meeting with a special exhibit to inaugurate this movement. She added that the Parkside and Marina Branches will stage Friends of the Library meetings in the near future.

Commissioner Mohr referred to an attractive book mark furnished by the San Francisco Bank for the use of library patrons and recommended that a letter of appreciation for its generosity be sent to the Bank.

Commissioner Mohr concluded her report by announcing a Friends of the Library meeting to be held on Monday, June 28, 1954

in cooperation with the California Historical Society commemorating the Founding of San Francisco. Mr. Frank L. Fenton, Coordinator of Graduate Studies at San Francisco State College, will be the principal speaker. A reception in the Commissioners' Room will follow the meeting.

Old Business

Commissioner Fischer suggested that a placque be installed at the Marina Branch Library indicating the date of dedication, etc.

The Chair referred the matter to Committee for report.

Commissioner Mohr spoke on district participation for the celebration of the Marina Branch Library opening and the Chair directed the Secretary to communicate with His Honor the Mayor to request the Municipal Band for the occasion.

The City Librarian informed the Commission that the question of submitting a Library bond issue to the electorate at the November election must be resolved by the Library Commission prior to June 25, 1954 in accord with the Mayor's directive of March 29,1954

The Chair stated this matter will be discussed as a special order of business at the June meeting of the Commission.

COMMUNICATIONS

From:

Several North Beach organizations and individuals re: Protesting placing the proposed North Beach Library in Marini Square.

Place on file.

Harry McDonald re: Commending Librarian Stuart Boland for marked improvement at Bernal Branch.

Acknowledge and send copy to Mr. Boland.

Mrs. Charles Curreri - Secretary Hancock-Cooper P.T.A. commending the Commission on gracious treatment received by representatives attending regular meetings of the Commission.

Acknowledge and place on file.

Real Estate Department re: Rental collected for 45 Hyde Street.

File.

Mrs. Wilfred Page complimenting Commissioner Mohr for her talks before Modern Plays Section of Association of University Women.

File.

There being no further business to come before the Commission, the meeting was adjourned.

Secretary

June 2, 1954

Proceedings of the regular meeting of the Library Commission held Tuesday, June 1, 1954 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Markowitz presiding.

The Pledge of Allegiance to the Flag was recited.

On roll call the following were noted present: Commissioners Allen, Dettmering, Fischer, Graves, La Place, Lepetich, Markowitz, Mohr and Quan.

Absent: Commissioners Cuddy and Vayssie.

The minutes of the previous meeting were approved and placed on file.

The City Librarian referred to a copy of the Library Department's budget for 1954-55, amounting to $1,389,467, adopted by the Honorable Board of Supervisors on June 1, 1954.

The City Librarian referred to a communication dated March 29, 1954, from His Honor the Mayor to all Department Heads, informing them that the deadline for submission of bond issues for the November 2, 1954 election is June 25, 1954.

After discussion, Commissioner Dettmering moved and Commissioner Graves seconded that the question of submitting a Library Bond Issue to the electorate at the November election be tabled.

Commissioner Fischer reported progress by his Committee on the proposed placque for the Marina Branch Library.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Graves moved and Commissioner Lepetich seconded that the Commission approve the following list of expenditures for May and estimated expenditures for June:

	Expended May 1954	Est. Expend. June 1954
Salaries	$64,349.04	$64,000.00
Contractual Services	1,641.27	50.00
Station Keeper	15.00	15.00
Material & Supplies	1,148.48	325.00
Books & Binding Material	8,791.15	3,300.00
Main. & Repair Bldgs.	1,000.00	-0-
Rental Branches	615.00	-0-
Heat, Light & Power	1,800.00	1,800.00
Pensions	5,700.00	5,700.00
Window Washing	604.25	-0-
Repair Auto Equipment	-0-	200.00
Telephone	130.00	-0-
Fuels & Oil	81.09	-0-
	$85,875.28	$75,390.00

Commissioner Graves moved and Commissioner Mohr seconded that the Commission approve the list of books on economic and political subjects in the amount of $276.33, as submitted by the Librarian, be purchased from the Fuhrman Fund.

Unanimously approved.

Commissioner Graves moved and Commissioner Dettmering seconded that the Commission approve the list of books on Latin America, in the amount of $31.95, as submitted by the Librarian, be purchased from the Pan-American Society, Book Fund.

Unanimously approved.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #1

RESOLVED That a Departmental Work Order in the amount of $250.00 be issued to the Retirement System to cover Workmen's Compensation benefits for the three-month period ending September 30, 1954.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #2

RESOLVED That a Departmental Work Order in the amount of $25.00 be issued to the Purchasing Department to cover reproduction work for the three-month period ending September 30, 1954.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #3

RESOLVED That the Controller be requested to transfer $49,000 from the Contractual Services appropriation to the Binding appropriation to set up funds for binding for the fiscal year 1954-55.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #4

RESOLVED That the Controller be requested to encumber $180.00 from the Contractual Services appropriation to the credit of Services of Station Keepers to cover charges for the fiscal year 1954-55.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #5

RESOLVED That the Controller be requested to encumber $1,000.00 from the Book Appropriation to cover an amount sufficient to purchase books in the amount under $50.00 as per Procurement Procedure Supplemental #20 dated February 20, 1953 as issued by the Controller.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #6

RESOLVED That the Controller be requested to allot an additional amount of $5,000 in the Contractual Services appropriation to cover purchases of newspapers and periodicals subscriptions for the Main Library and 23 branches for the fiscal year 1954-55.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #7

RESOLVED That a Departmental Work Order in the amount of $2,600 be issued to the Recreation-Park Department for services of a sub-foreman gardener and one gardener to properly maintain the grounds surrounding the buildings of the Public Library for the period ending September 30, 1954.

Commissioner Graves moved and Commissioner Mohr seconded that the following resolution be adopted:

RESOLVED That the Library Commission waive the present rule on time limitation of refunds for the expired Library Dsposit Cards 2669 and 3023, and direct the Controller to issue a warrant in the amount of $5.00 to Sy Shen, Beverly Plaza Hotel, Grant and Bush Streets and Anne Marquart, 1125 Paloma, Burlingame, California.

Unanimously approved.

LIBRARY OPERATIONS COMMITTEE

Report progress

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Allen moved and Commissioner Fischer secondsd that the following resolution be adopted:

RESOLUTION #56

RESOLVED That Modification Contract #6 (1306-Arch) dated April 16, 1954, in the amount of $727.58, be approved to provide proper drainage for the tanbark area in Funston Playground, which was re-located in order to provide a suitable site for the Marina Branch Library.

Unanimously approved.

Commissioner Allen stated that his Committee is continuing its investigation of possible library sites in the North Beach area, and will make a progress report at the next regular meeting of the Commission.

Commissioner Allen concluded his report by referring to the amount of capital funds approved in the Library Department's 1954-55 budget for the proposed Outer Sunset Branch Library, and he presented the following resolution:

RESOLUTION #57

RESOLVED That the Library Commission request the Recreation and Park Commission to transfer, for branch library purposes, that certain parcel of land in the Sunset Community Center, heretofore contemplated for recreational purposes and now declared surplus and more particularly described as fronting on Ortega Street between 38th and 39th avenues, approximately 125' in width and 175' in depth.

Unanimously adopted.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Dettmering moved and Commissioner Lepetich seconded that the following resolution be approved:

RESOLUTION #58

RESOLVED That thefollowing non-civil service, temporary and recertification of temporary appointments which have beenmade by the City Librarian for the month of May, be approved:

X-52 Library Page	Temporary Appointments & Recertifications	
Martin Goshorn	T-800 X42 Librarian	Edward Crosetti-Eunics Lee
David Kline		Frances Norton -Mary Cullinan
Carolyn Patterson		Andrew Collins -Nina Brumback
Peter Conroy		Martha Fowler -Alice Ferraris
		Terry Ashe -Margaret Greene
T-802 X-42 Librarian	Eleanor Cheney	
T-804 "	Stanley Brightwell	
T-805 "	Charles Bufford	
	Anna Mae Thomas	
T-806 "	Carmen Bone	
T-807 "	Helen Dunham	
T-809 "	John Murphy	

AND FURTHER, That the following resignations of non-civil service, part-time and temporary employees be accepted:

X-52 Library Page

Bart Connolly
Richard Hart
Frank Prohaska

PUBLIC RELATIONS AND PROMOTION

Commissioner Mohr informed the Commissioners of exhibits, meetings and forums held at the Main and Branch Libraries during the month of May. She stated she will make a comprehensive report at the August meeting regarding American Library Association Convention activities.

Commissioner Mohr stated that the Friends of the Library will join the California Historical Society on Monday, June 28, 1954 to commemorate the Founding of San Francisco. Dr. Frank L. Fenton will be the principal speaker.

Commissioner Mohr concluded her report by stating that on Tuesday, May 18, 1954, a district Friends of the Library meeting was held at the Potrero Branch Library. So successful was the meeting that plans are being made for additional district meetings during the latter part of the year.

The City Librarian stated that the Marina Branch Library will be ready for occupancy soon and that plans should be formulated for the official dedication.

The Chair entertained a motion for a definite date and on motion of Commissioner Dettmering seconded by Commissioner Fischer, the date of August 10, 1954 at 7:45 p.m. was unanimously approved.

Commissioner Quan informed the Commission that as a result of articles appearing in the Chinese press, he has received many communications regarding the need for adequate library facilities in Chinatown. He stated that the Library Commission should be informed of the wishes of the Chinese residents to donate rare books on Chinese history and culture as well as their civic interest in assisting the Commission in every way possible to provide additional facilities at the present North Beach Branch Library located in the heart of Chinatown and used almost exclusively by its residents.

The Chair appointed Commissioner Quan chairman of a special committee assisted by Commissioners Allen, Cuddy, Fischer and Mohr to meet with the leaders of Chinatown to discuss this matter and report its findings and recommendations to the Commission at the August meeting.

It was so ordered.

COMMUNICATIONS

From Masten & Hurd, Architects re: consideration as architects for proposed branch library construction.

Acknowledge and place on file.

From Director of Property re: Rental collected for 45 Hyde St. month of April 1954.

Place on file.

There being no further business to come before the Commission, the meeting was adjourned to August 3, 1954.

J Allen
Secretary

June 28, 1954

Proceedings of the special meeting of the Planning and Development Committee held Friday, June 25, 1954 at 5:00 p.m., Commissioners' Room, Main Library.

Present: Commissioners Allen, Dettmering, La Place and Markowitz.

Subject of meeting: Discussion of proposed library facility for the North Beach District with representatives of the Telegraph Hill Dwellers Association.

Commissioner Allen, Chairman of the Planning and Development Committee, read excerpts from communications received from the Director of Property and the Bureau of Architecture relative to the Telegraph Hill Neighborhood site on Stockton Street near Filbert Street, and emphasized the objections made by the Bureau of Architecture as to grade level, expense involved in construction of retaining walls, etc.

Commissioner Allen requested representatives of the District to present their views on this matter and Mrs. Fred D. Meyer introduced Mr. Bruce Heiser, architect, who in turn presented color sketches of a proposed library facility for the site under discussion.

The Committee reviewed the sketches and layout and complimented Mr. Heiser for his fine presentation.

The following speakers representing various organizations in the North Beach District spoke in favor of the site under discussion: Hon. John Molinari, Municipal Judge, Miss Rose M. Fannucci, Italian Federation, Mr. Melvin M. Belli, Attorney-at-Law, Mrs. Sergio Scarpa, Garfield P.T.A., Mrs. Nelson Kittridge, Francisco P.T.A., Mrs. Charles Curreri, Hancock-Cooper P.T.A. and Mr. J. P. Cesari, North Beach Merchants.

Mrs. Morse Erskine, representing the Telegraph Hill Neighborhood House, stated that her organization would be most willing to negotiate with the Library Commission for the sale of the recently vacated property. She added that the sale contract between the Association and a real estate broker terminates within a few days and at that time they would be able to enter into direct negotiations.

Commissioner Allen informed those present that the findings and recommendations of the Committee would be submitted to the entire Commission for its deliberation.

There being no further business, the special meeting was adjourned.

J. J. Allen, Secretary

August 4, 1954

Proceedings of the regular meeting of the Library Commission held August 3, 1954 in the Commissioners' Room, Main Library.

The meeting was called to order at 4:00 p.m., President Markowitz presiding.

The Pledge of Allegiance to the Flag was recited.

On roll call, the following were noted present: Commissioners Allen, Fischer, Graves, La Place, Lepetich, Markowitz, Mohr, Quan and Vayssie. Absent: Commissioners Cuddy and Dettmering.

The minutes of the June meeting and special meeting held June 28, 1954 were approved and placed on file.

The Chair acknowledged the presence of individuals and groups representing the North Beach District.

Commissioner Allen, Chairman of the Planning and Development Committee, referred to a special Committee meeting held June 28, 1954 and stated that his Committee had instructed the Director of Property to ascertain the purchase price of the Telegraph Hill Neighborhood House for the information and deliberation of the Commission. He added that until such time as this report is received, this matter will be held in abeyance.

The Chair recognized Mr. Melvin Belli, spokesman for several North Beach groups in attendance, who presented a number of communications supporting the site under discussion as ideal for branch library purposes.

The Commission also heard representatives from other organizations in the North Beach District and assured them of the Commission's continued interest in seeking a suitable location for this proposed branch library.

The Chair thanked those present for their interest and attendance and the regular order of business was resumed.

The City Librarian informed the Commission of an informal meeting held with Recreation-Park representatives relative to transfer of jurisdiction of a certain parcel of land in the Sunset Community Center for branch library purposes.

On motion of Commissioner Allen, seconded by Commissioner La Place and unanimously approved, the following resolution was adopted:

RESOLUTION #8

RESOLVED That the Library Commission request the Recreation-Park Commission to transfer for branch library purposes that certain parcel of land in the Sunset Community Center, heretofore contemplated for recreational purposes and now declared surplus. It is more particularly described as follows: South side of Ortega Street between 38th and 39th Avenues; 140 feet East to West, 110 feet North to South, plus an additional 80 feet South by 58 feet West to East and to be orientated to the Sunset Community Center by 14 feet off the West school property line and 65 feet South from the Ortega Street property line.

The City Librarian informed the Commission that in order to expedite the construction of this branch library, the Commission should give consideration to the appointment of an architect.

On motion of Commissioner Fischer, seconded by Commissioner La Place and unanimously approved, the following resolution was adopted:

RESOLUTION #9

RESOLVED That the Library Commission recommend to the Chief Administrative Officer and the Director of Public Works the appointment of the architectural firm of Appleton and Wolfard as architects for the proposed Outer Sunset Branch Library to be located in the Sunset Community Center.

The City Librarian informed the Commission that Mr. Nat Schmulowitz, former Library Commissioner, has been appointed Chairman of the Third Tercentenary Committee of Jewish History and asked permission to explore the possibility of conducting a campaign to request books on Judaica for donation to the Public Library.

Commissioner Mohr moved and Commissioner Fischer seconded that the Library Commission lend every assistance possible to this worthy project. It was so recommended.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Graves moved and Commissioner La Place seconded that the Commission approve the following list of expenditures for July and estimated expenditures for August:

	Expended July 1954	Est. Expend. August 1954
Salaries	$69,118.83	$68,000.00
Contractual Services	4,664.09	1,000.00
Station Keeper	15.00	15.00
Binding Books, etc.	12,250.00	-0-
Material & Supplies	3,300.00	500.00
Books, etc.	28,005.28	5,000.00
Equipment	1,800.00	-0-
Maintenance & Repair Buildings	3,130.00	3,130.00
Fixed Charges	128.50	100.00
Services Other Departments	2,600.00	-0-
Rentals	1,230.00	615.00
Heat, Light & Power	1,600.00	1,600.00
Pensions	6,400.00	6,400.00
Window Washing	1,183.94	205.80
Telephone	300.00	150.00
Fuels & Oil	150.00	75.00
	$135,875.59	$86,790.80

Commissioner Graves moved and Commissioner Lepetich seconded that the Commission approve the list of books on economic and political subjects in the amount of $2,436.46, as submitted by the Librarian, be purchased from the Fuhrman Fund.
Unanimously approved.

Commissioner Graves moved and Commissioner Fischer seconded that the Commission approve the list of books on Latin America in the amount of $33.30, as submitted by the City Librarian, be purchased from the Pan-American Society Book Fund.
Unanimously approved.

Commissioner Graves moved and Commissioner Vayssie seconded that the Commission approve the list of books on Arabic literature, history and grammar in the amount of $50.00, as submitted by the Librarian, be purchased from the Arabic Book Fund.
Unanimously approved.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Fischer moved and Commissioner Allen seconded that the following resolution be approved.

RESOLUTION #12

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the months of June and July 1954 be approved:

X-52 Library Page

James Adams	Jim Fitzpatrick	Susan Illia	Desmond Moran
Frank Brady	Carol Francisco	John Kelleher	William O'Brien
Jo-Ann Cleese	Joan Greely	Joan Kelly	John Penebsky
Bruce Cohn	George Haley	Ted Lambertson	David Rosen
James Comisky	Maureen Hally	Calvin Lee	Roland Sellman
Thomas Daly	Curtis Henderson	Ellen Lewis	Leland Sheldon
Dorothy Daniels	Rose Hennessy	Mary Lewis	John Toomey
Mary Dolen	John Henning	Richard McDonnell	Ruth McCann
Mary Dutra	Edward Hicks	Richard Meriwether	
Gerald Dwyer	Choya Janofsky	William Mihan	

C-52 ELEVATOR OPERATOR, Part-Time

Demetrius Megremis

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

T810	X-42 Librarian	Ramon Curiel	T821	Doris Schied
T811	" "	Loretta Gill	T821	John Stock
T-813	" "	Catherine Christo	T824	Donald Rice
T813	" "	John Walsh	T824	William Carney
T814	" "	Emma Morgan	T825	Marguerite Echeverri
T815	" "	Mary Roberts	T825	Charles Shreve
T816	" "	Rose Jeong	T826	Frances Thompson
T816	" "	Patricia Erickson	T826	Julia Siebert
T817	" "	Leon Smith	T828	Paul Solbakken
T817	" "	Ellenjane Young	T828	Max Vella
T818	" "	Freeman Blake	T829	Stephen Negoesco
T818	" "	Shirley Canata	T829	Gerald Fennell
T819	" "	Dolores Tompkins	T830	Helen Cushman
T820	" "	Anne Dixon	T831	Iole Matteucig
T821	" "	Dorothy Raab		

AND FURTHER, That the following resignations of non-civil service, part-time and temporary employees be accepted:

X-52 LIBRARY PAGE

Edward Boblits	Martin Goshorn	Carolyn Patterson
Ben Bugatto	Ted Lambertson	Rudolph Pugh
James Cadigan	Neil Lyons	Richard Reardon
Frank Dillon	Albertina Merletti	Russell Rock
Gerald Fennell	Bernard Moran	Carol Sullivan
Joseph Gallagher	Henry Ng	Wallace Wood
Dennis Galloway	Michael O'Callaghan	

X-42 LIBRARIAN (PT)

Helen Alan	Joseph Hatie
Carmen Bone	John Murphy
Katherine Fazackerley	

Unanimously approved.

Commissioner Fischer informed the Commission that the Annual Conference of the C.L.A. will be held October 13-16, 1954 in Long Beach California.

On motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION #10

RESOLVED That a Library Commissioner, the City Librarian and a member of the Staff Association be permitted to attend the Annual Conference of the California Library Association to be held in Long Beach, October 13-16, 1954; and be it

FURTHER RESOLVED That travelling expenses incurred be paid from city funds in accord with Ordinance #4942.

Speaking on the aforementioned resolution, Commissioner Mohr moved and Commissioner Fischer seconded that Commissioner La Place be designated to attend the Annual Conference of the C.L.A. in Long Beach October 13-16, 1954. It was so ordered.

Commissioner Fischer concluded his report by stating that in order to expedite the business of the Commission during the absence of the Secretary, the following resolution be approved:

RESOLUTION #11

RESOLVED That during the absence of Secretary Allen, Mr. Harold Reich of the Secretary's Office, be appointed Secretary Pro-tem in order to execute the necessary documents for the efficient operation of the Library Department.

Unanimously approved.

PUBLIC RELATIONS AND PROMOTION COMMITTEE

Commissioner Mohr read a comprehensive report covering activities and events during the American Library Association Convention held June 20-26, 1954 at Minneapolis, Minnesota and distributed copies for the information of the Commission.

The Chair complimented Commissioner Mohr for her informative report and directed that it be placed on file.

Commissioner Mohr stated that plans have been formalized for the dedication of the new Marina Branch Library on Tuesday evening, August 10, 1954 at 7:45 p.m.

The Chair requested the Commissioners to make every effort to be present on this auspicious occasion.

Commissioner Mohr concluded her report by recommending that the Friends of the Library Group sponsor a Robert Louis Stevenson Night on Monday evening, November 15, 1954 which follows Stevenson's brithday on November 13.

It was so recommended.

Commissioner Quan reported that his special Committee appointed by the Chair to find ways and means to improve the North Beach Branch Library located in Chinatown, will meet within the next few weeks and make its recommendations known to the Commission prior to its next regular meeting.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Graves moved and Commissioner La Place seconded that the Commission approve the following resolution:

RESOLUTION NO. 13

RESOLVED That the Controller be requested to allot an additional amount of $10,000.00 in the Book Appropriation to provide sufficient funds during the quarter ending September 30th for the purchase of sufficient books for the newly opened Marina Branch Library.

Unanimously approved.

COMMUNICATIONS

From: Zionist Organization of America thanking Commission for making possible the commemoration of the 50th anniversary of the death of Theodore Herzl. Acknowledge and place on file.

California Historical Society thanking Librarian and Secretary for assistance during the Founding of San Francisco celebration. Place on file.

Eugene J. Riordan - Rental collection from 45 Hyde Street for June. Place on file.

Miss Anne Farrell thanking Commission for sending her as a delegate to the A.LA. Convention in Minneapolis, Minnesota. Place on file.

There being no further business to come before the Commission, the meeting was adjourned to September 7, 1954.

R. Allen
Secretary

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